

Student Handbook

2024-25



The
Lawrenceville
School

Effective August 2024

The Principal Expectations of a Lawrentian

1. A Lawrenceville student must respect the rights, privacy, and property of others.

The Lawrenceville School expects its students to protect and promote the dignity of all community members. Our community does not tolerate bullying, hazing, intimidation, harassment, sexual misconduct, theft of or damage to property, or other types of disrespectful behavior.

2. A Lawrenceville student must be honest.

The Lawrenceville School expects its students not to lie, cheat, plagiarize, or to engage in any other types of dishonest or deceitful behavior either in-person or online.

3. A Lawrenceville student must remain substance-free.

The Lawrenceville School expects its students not to use, possess, share, distribute, or to facilitate the use, possession, sharing, or distribution of drugs (including the misuse of prescription drugs), alcohol, vaporizers, nicotine agents, paraphernalia, as well as substances that are generally recognized as dangerous, even though they may not be illegal. (These are referred to as "prohibited substances.") The School also expects students or their families not to arrange or host a gathering at which prohibited substances are used.

4. A Lawrenceville student must protect the health and safety of the School community.

The Lawrenceville School expects students to promptly report and seek help where there is a concern for the health or wellbeing of a student or the community. The School also expects students to consider the impact that their actions can have on the physical and mental health and safety of other community members and to refrain from conduct that puts others at risk. Such conduct includes but is not limited to harassment, as well as tampering with fire safety equipment, leaving fire doors or entry doors to School buildings open, not following safety practices when using labs or design tools, smoking, and using fire in any School building in an area not specifically designated for that purpose. Unauthorized weapons or dangerous combustibles or explosives are prohibited on campus.

5. A Lawrenceville student must abide by the School's rules regarding permissions and signing out.

The Lawrenceville School expects students not to leave the House after check in without proper authorization, not to leave campus without required permission, and not to be present in a School building or student room without authorization. It also expects students not to facilitate the violation of these rules by others.

6. A Lawrenceville student must abide by the School's motor vehicle rules.

Boarders may not keep or operate a motor vehicle at Lawrenceville or in its environs, or ride in a car without proper authorization; day students may not drive another student without proper authorization.

7. A Lawrenceville student must meet community expectations and the high standard of citizenship expected of a Lawrentian.

The Lawrenceville School expects its students to demonstrate a high standard of citizenship, adhering to all principal expectations including attendance of all classes, meetings, and school commitments. Students are expected to be upstanders and not engage in actions such as retaliation or inappropriate use of social media, artificial intelligence, or other technologies.

8. A Lawrenceville student must abide by federal, state, and local laws as well as the School's rules, regulations, and policies

Enrollment at Lawrenceville constitutes a student's and their family's acceptance of these Principal Expectations as the guiding principles for proper conduct. The examples provided above are illustrative, not exhaustive. The School encourages students and families to read the Principal Expectations broadly. Violations of the Principal Expectations may subject a student to a range of responses from the school, including disciplinary action (up to and including dismissal from the School). The School, in its sole discretion, may define and take action to address misconduct by students or their family as it believes is in the best interest of the community.

The Lawrenceville School ("Lawrenceville" or the "School") Student Handbook ("Handbook") is published and distributed to members of the Lawrenceville community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands the expectations of students within our community. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures, before, during, and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Lawrenceville and any parent, guardian, or student affiliated with or attending the School. Lawrenceville, in its sole discretion, may add, revise, and/or delete School policies before, during, and after the school year.

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Dear Lawrentians,

Every Fall, Lawrenceville is new. We not only add wonderful new community members, but our returning students arrive to campus with new resolve and additional wisdom. Our unique collection of backgrounds and aspirations creates an opportunity for each to showcase who they are so we can all become something new.

The opportunities at Lawrenceville are second to none, and students will find the support they need to develop the independence and habits of heart and mind that will serve them well later in life. Living in an intentional and reflective community takes work, however, and all of us are accountable to a set of expectations that prioritize student health and growth.

This Handbook outlines expectations for students in our community. I am sure that most, if not everything, here will come as no surprise to you and is consistent with your current habits and expectations. You already respect others' dignity and identity, and you expect them to do the same. You already give your word and keep it. You already act to keep others safe or respond when they need assistance. You already take pride in doing your own work. You already demonstrate respect and care for your surroundings and the environment. You are already substance-free. You already communicate effectively with adults to confirm your plans – plans for your work and for your nights and weekends.

But while we share a commitment to the same guiding principles, I also ask that you carefully review these expectations and protocols. There are some elements of the Lawrenceville experience that are unique to Lawrenceville, and this Handbook serves as a guide to the most reliable way to be successful in our community.

By establishing a common understanding of how we live together, we create the opportunity for students to try new things and learn to be themselves.

And each year, we always celebrate something new.

Virtus Semper Viridis

Sincerely,

Blake Eldridge '96 H'78 '12 P'25
Assistant Head of School for Student Life
Dean of Students

Campus Information

Safety and Security

Public Safety Department: 609-896-0509 or 4-5555 from any campus phone

Emergency: 911

The School's Public Safety staff is responsible for security and general welfare of the community. It is important for students to cooperate with the Public Safety staff and respect the important role they play at Lawrenceville. All thefts, as well as any suspicious people or activities on campus, should be immediately reported to Public Safety.

Campus Boundaries

Students may cross Route 206 to use the post office or the shops and restaurants in the Village of Lawrenceville. Students may NOT venture into the neighborhoods or areas beyond Main Street, the playgrounds at the Lawrenceville Elementary School, or Village Park. The Manors Shopping Plaza is not part of the Village; trips there require Head of House permission.

After sundown, students should restrict themselves to lighted pathways and thoroughfares as they move across the campus. The golf course, athletic fields and stands, and the woods surrounding the campus are considered out-of-bounds to students after sundown.

Emergency Notification System

Lawrenceville uses both an outdoor warning system and emergency messaging system to notify our community of dangerous situations. The emergency notification system sends text messages, emails, and phone calls. The School also runs monthly crisis drills so that students know what to do in different situations

Lightning Alerts

When the School's lightning alert system detects lightning near campus, a horn sounds for 15 seconds and the School sends voice, text, and email alerts. (A strobe light also flashes during the entire alert period.) Upon hearing or receiving the alert, all members of the community need to seek shelter immediately. During the period of the alert, students are to remain inside and follow the direction of the adult who is present in the area where they are sheltering. If the alert period coincides with meal times, detention, or (for day students) a pick-up time, the School will provide directions on how to proceed. After 30 minutes without lightning detection, there will be three five-second "all clear" horn alerts, the strobe light will stop flashing, and the School will send voice, email, and text alerts to notify the community of the "all clear."

Other Safety Considerations

ID Cards: Students should carry their campus ID card

with them at all times in order to access the Houses and academic buildings. If they misplace their student ID, they should immediately report the loss and can get a replacement from ITS in the Fathers Building (Pop Hall) lower level.

Building Safety: Students may not leave exterior doors propped open, remove screens from windows, or let strangers into a House.

Valuables: Students are discouraged from bringing valuables or large sums of money to School. If such items are brought to School, students should keep them locked up. The School is not responsible for lost or stolen items.

Bicycles/scooters/skateboards: All bicycles/scooters/skateboards must be registered with the School and the School recommends that they are locked when not in use. They must not be stored in hallways, stairwells, or entrance walkways. Any bicycles/scooters/skateboards found in these areas will be removed immediately and brought to the Facilities Services and Campus Safety building. Students bicycling, scootering, or skateboarding on campus are expected to wear helmets and other appropriate safety gear. Students may keep and operate e-bikes or e-scooters only if they have written permission from the Dean of Students office.

Rooftops/Construction Area: Students are not allowed access to any rooftops or construction areas for any purpose.

After Dark: Students should walk in lighted areas when traveling on campus after dark. Public Safety can be called for an escort at any time.

Route 206: Students should only cross at the crosswalks and use extreme care.

Fire Escapes: Fire escapes may only be used in emergency situations.

Asbestos

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School's Facilities Services & Campus Safety building.

Child Abuse and Neglect Reporting

State law requires that any adult who has reasonable cause to believe that a minor child (under 18 years old) has been subjected to child abuse must immediately report the case to the Department of Children and Families (DCF). Additionally, such adults must inform the Head of School and/or Dean of Students. An adult may inform the Head of

School and/or Dean of Students prior to such notification to DCF, but only if the action will not delay immediate notification.

As set forth in the Employee Handbook, all adult members of The Lawrenceville School community are required to comply with the State Child Abuse and Sexual Abuse reporting law and to report suspected child abuse or sexual abuse to DCF and to the School. Any student who has a concern that they or another student is being abused or neglected is strongly encouraged to report it as soon as possible to a trusted adult on campus.

Child abuse is defined as a parent, guardian, or a person acting in loco parentis (including faculty, staff, and volunteers), inflicting or permitting to be inflicted upon a minor child physical injury that causes substantial risk of death or disfigurement, or protracted impairment of physical or emotional health, including sexual abuse.

Sexual abuse is contact between a minor child and a parent or guardian (or faculty, staff, or volunteer), for the purpose of sexual stimulation of either that person or another person and includes sexually explicit conduct or stimulation, sexual exploitation, or sexual contact.

Adult-Student Boundary Violations

While close relationships between students and teachers/staff are incredibly valuable, it's important that adults maintain appropriate professional boundaries with students. Of course, sexual or romantic relationships between adults and students are off-limits and against the law. Other kinds of less extreme or obvious behaviors can also be inappropriate and make students uncomfortable. Inappropriate behavior includes teacher touching or having other physical contact with the student, such as roughhousing, wrestling, tickling, or hugging, making sexually-explicit or suggestive comments; and engaging in behavior that could be considered "grooming," such as showing the student significantly more attention than shown to other students, providing the student with gifts, and seeking to spend time alone with a student by excluding others.

Guidelines for Students: If you are concerned your relationship with a teacher or other adults on campus may be crossing a line/inappropriate OR you observe a relationship between another student and a teacher or other adult that looks like it may be crossing a line/inappropriate:

- Please know that it is never the student's fault or responsibility if an adult crosses boundaries. And knowing whether a boundary is being crossed can be difficult and confusing. As a first step, run your concerns by a trusted adult: your parent/guardian, a teacher, your advisor, Dean of Students, or Safe Schools/Vector Alert.

Getting an adult's perspective can be useful and an adult will know how to handle the situation or to connect you with someone who can.

- If you observe a relationship between another student and a teacher or other adult that looks like it may be crossing a line/inappropriate, your first step could be to speak with the student, if they're a friend or someone you feel comfortable approaching. If not, you can again run your concerns by a trusted adult on campus: a teacher, your advisor, Dean of Students, or Safe Schools/Vector Alert. Getting an adult's perspective can be useful and an adult will know how to handle the situation or to connect you with someone who can.

Background Checks (Criminal and Sex Offender)

The School prioritizes the health and safety of its students. As set forth in the Employee Handbook, the School conducts background checks on employees, volunteers, campus tutors, and third-party contracts as required by state law.

Information Technology Services (ITS)

ITS Helpdesk: 609-896-3996

Students can access a variety of network resources on campus. These resources include email, Internet access, the Bunn Library Online Catalog and research databases, and curriculum related applications such as Canvas, Lawrenceville's online course management system. Note that access to some networked resources is restricted for Lower School and Circle/Crescent students after lights out.

Students are reminded that the use of technology in their rooms and all activity on the campus network must adhere to the guidelines outlined in the School's Acceptable Use Policy (see page 34).

Cell Phones

Cell phones are permitted on campus, but their usage by students (including texting and emailing) is not permitted:

- during classes or final exams (or as directed by the classroom teacher)
- in the dining rooms
- in lectures, School meetings, or during other public performances
- during study hall hours, unless permitted by Form-wide policies
- during detention or assigned work duty
- after lights out

Faculty members are authorized to confiscate cell phones when the policy is violated. The student can collect a confiscated cell phone from the Dean of Students office. Repeated violations will result in a longer period of confiscation.

Audio Equipment, Televisions, and Appliances

Although technological advances have made it possible to have a great number of entertainment options at hand—movies, gaming systems, large monitors, etc.—the presence of those is often at odds with the academic goals for our students. Families are expected to support these goals. Audio equipment is permitted in student rooms and day student rooms as long as it is not played loudly enough to disturb anyone. Heads of Houses are empowered to deal with infractions of these expectations as they deem proper, up to and including confiscating equipment.

Underform students may not have televisions in their rooms. Fifth Formers may have the above items subject to Head of House approval. Fifth Formers may not subscribe to or access cable television service. Personal computers and audio equipment must not exceed 200-watts.

Student Life

Check-In Schedule

Weeknights

Students must report in person to the Duty Associate according to the following schedule from Sunday through Friday: Second Form by 7:45 p.m.; Third and Fourth Forms by 8:00 p.m.; Fifth Form by 9 p.m. We encourage students who wish to complete their work in their room to check in earlier than the listed times.

On Friday nights before Saturdays with no required morning activities, all students will check in by 9 p.m. unless otherwise directed by their Head of House.

Once a student checks in, the student must remain in the House until 6 a.m. the following morning unless specific permission to be out of the House has been secured from the Duty Associate. A student who receives permission to leave the House must check in again upon returning. A student who visits another House in the evening must also report to the Duty Associate in the House being visited.

Fifth Formers cannot be off campus after 7 p.m. without specific permission, but they do not have to formally check in with the Duty Associate until 9 p.m. Sunday through Friday.

Saturday Evening

There are two face-to-face check-ins for all boarders on Saturdays. All students are to check in and confirm evening plans with their Duty Associate between 7-7:30 p.m. Circle/Crescent and Lower School students must check back in with the Duty Associate by 11 p.m., Fifth Formers by midnight, and remain in the House until 6 a.m. the following morning.

Lights Out

Lower School students are expected to be in their own rooms and have lights out by 10:40 p.m. Sunday through Friday. On Saturday evening, lights go out at midnight. Circle/Crescent House students are expected to be in their own rooms by 11 p.m. and have lights out at 11:15 p.m. Sunday through Friday. Circle/Crescent House students should have their lights out by 1 a.m. on Saturday nights.

There are no rules governing lights out in the Fifth Form, but Fifth Formers are expected to not disturb other members of the House after 8 p.m., be in their own rooms by midnight, and remain there until 6 a.m. the next morning.

Closed Weekends

We have five Closed Weekends planned this academic year. Boarding students are expected to be on campus both Friday and Saturday nights, and overnight permissions will generally not be granted. Day students should plan to be on campus for scheduled events/activities Friday and Saturday nights of Closed Weekends and may depart after the last event concludes. Day permissions (but not overnight permissions) will still be considered on Saturdays and Sundays.

Required Saturday Programming

In addition to the five Closed Weekends, we also have a number of Saturdays with either classes or required programming on Saturday mornings. Students may request to be excused from Saturday classes or programs two weeks in advance, and each case will be reviewed individually. Regular attendance taken on Required Saturdays and students will be subject to sanctions for unexcused absences.

Overnight Weekend Permissions

A weekend permission form is provided to parents in the summer that allows them to indicate the types of off-campus activity that their student may participate in on weekends. All weekend permissions are granted consistent with parental permission. Each Level has its own guidelines regarding weekend permissions. All permissions are granted at the discretion of and require the approval of the student's Head of House, and requests should be made by end of day Wednesday ahead of the weekend away. Weekend permissions require, among other things:

- If a student is going home for the weekend, a parent must approve the "Leave Request" in Reach.
- If a student is going somewhere other than home, the student must have a specific invitation from an adult who will be responsible for the student; students may be asked to provide a copy of the invitation along with contact information for the adult. Parents also need to give permission for the student to go to that destination by approving the "Leave Request" in Reach. Parents are

expected to speak with the hosts to be certain they are comfortable with the arrangements and supervision during the weekend.

- If any changes occur to the approved plans, they must be cleared with the Head of House.
- If departure for a weekend does not occur until after 7 p.m. on a Saturday evening, the student must first check out face-to-face with the Head of House (or designee) before leaving campus.
- Unless prior arrangements have been made with the Head of House, weekend permissions end upon a student's return to campus or at check-in on Sunday, whichever is earlier.

Off-Campus Permissions

Off-campus permission refers to day trips with a planned return to campus for the evening. Rules regarding off-campus permissions are taken very seriously. Lower School, Circle, and Crescent House residents may leave campus after classes on Wednesday and Saturday or during the day on Sunday provided the trip does not conflict with any School obligations. They must receive specific Head of House approval for each trip, sign out in Reach, and return no later than 7 p.m. Special exceptions may be granted by the Head of House. Friday afternoons are not times for Underform students to be leaving campus.

Fifth Formers may go to shops and restaurants in the Princeton/Trenton area any day of the week after the last class period until 7 p.m., provided the trip does not conflict with any School obligations. Fifth Formers who have received standing off-campus permissions from their parents may leave campus but are required to sign off campus through REACH using the "self-approval" REACH request. Students are also required to sign back in upon returning. Travel beyond the Princeton/Trenton area and any returns after 7 p.m. must be cleared with the Head of House in advance of departure. Students must always be back on campus by 7 p.m. on all seven days of the week unless they've received special permission otherwise from a Head of House or Level Director. Following first check in on Saturday nights, students may seek permission from the Head of House to be off campus again until 10 p.m. Failure to follow these expectations will result in a disciplinary action, up to and including appearance before the Discipline Committee.

Underform boarding students may not travel in automobiles except with parents or taxi. Fifth Formers may travel with licensed drivers subject to the rules outlined under the "Motor Vehicles" policy (see page 32). Boarding students may not keep or operate a car, motorcycle, or other motor vehicle at Lawrenceville or in its environs.

Off-campus permissions for other times, destinations,

or means of transportation not covered by Principal Expectations must be specifically requested to the Head of House, who may grant them at the Head of House's discretion, but we will always limit the number of times a boarding student is away from campus and missing Study Hall during the week. On Monday through Friday nights, the School does NOT grant permissions for attending concerts or sporting events.

Leaving campus is a privilege that can be suspended either by the Head of House or as a result of disciplinary action.

Vacation Periods

The School does not provide housing or meals during Thanksgiving, Winter, or Spring Breaks. Students must leave campus promptly at the beginning of vacation and should not return until the day designated for return. The excuse of "We've already purchased plane tickets for a particular day," is not considered a compelling reason to extend vacation times or remain in the House once break has begun. Only in the most unusual situations will requests for early departure or late returns be considered. Such requests must be submitted to the Office of Student Services well in advance.

Missing Classes or Required Saturdays

We strongly discourage students from missing classes and required Saturdays, but we understand that special circumstances do arise. A student must initiate the process with a "Leave Request" in Reach, and parent or guardian must confirm that "Leave Request" in Reach at least two weeks in advance in order to seek permission to miss classes. The Head of House and Level Director will then review the "Leave Request," and if they approve, the student must complete a permission form. The form, which can be picked up from the Dean of Students office, must be completed including all necessary signatures and must be handed in to the Dean of Students Office prior to leaving campus. A student will not be considered to have full permission until the Dean of Students office gives final approval after all requisite steps are completed. The student must then sign out in Reach at time of departure. Failure to follow this protocol and timeline may result in an unexcused absence. (Please note: even excused absences count toward a student's absence total and may have implications for receiving course credit.)

College Days

Fifth Formers, and in some exceptional cases, Fourth Formers, are allowed to take a maximum of three College Days to visit colleges in the fall and winter term. A College Day is defined as a day in which a student is excused from any classes in order to visit colleges under consideration. To take a College Day, a student must initiate the process with a "Leave Request" in Reach, and parent or guardian must confirm that "Leave Request" in Reach. The Head of House and College Counselor will then review the "Leave

Request," and if they approve, the student must complete a permission form. The form, which can be picked up from the Dean of Students office, must be completed including all necessary signatures and must be handed in to the Dean of Students Office prior to leaving campus. A student will not be considered to have full permission until the Dean of Students office gives final approval after all requisite steps are completed. The student must then sign out in Reach at time of departure. Fifth Formers may take three College Days in the spring term to attend accepted student revisit days. Any College Days left over from the fall and winter term do not apply to the spring term. Any requests beyond the three days must be approved by the Level Director and the College Counseling Office prior to making travel plans.

Observation of Religious Holy Days

Students wishing to return home to observe religious holy days are encouraged to do so and should clear such departures with their Head of House.

Pets

Students may not keep pets on campus.

Prefects

Each year, some Fourth Form students are selected by Heads of Houses to spend their Fifth Form year associated with Circle, Crescent, and Lower School Houses as senior Prefects. Prefects help students adjust to Lawrenceville, operate in support of the House and School programs, and work closely with Heads of Houses in the governance of the Houses.

Change of Boarding/Day Status

Requests for change in status for the following year should be made in writing to the Dean of Enrollment Management. The Dean of Enrollment Management will review all change of status requests to determine whether such a change is feasible and appropriate. Changes in status during the academic year will be considered only in cases of unanticipated change in family residence or other severely compelling and immediate needs.

Change of Address/Phone Numbers

Any changes in a student's home address, home phone number, cell phone number, or parents' phone numbers should be immediately updated using the Veracross parent portal or reported to the Office of Student Services.

Room Safety

All members of the community must observe the following safety guidelines. The School may confiscate offending articles and violators may also be subject to fines imposed by Lawrence Township.

- Hallways must be kept clear at all times. Furniture and

personal belongings such as bicycles, clothing, trunks, sporting equipment, suitcases, boxes, trash, etc. may not be placed in any hallways or stairways. All exits must be clear of any such items as well.

- All extension cords must be six feet or less and equipped with UL approved surge protection. They may not be placed under rugs. Surge protectors are necessary in rooms with multiple electrical appliances. "Piggybacking" multiple extension cords and/or power strips is prohibited.
- Never tack or nail an electrical cord to any surface or run cords across traffic paths, under rugs or furniture.
- Multiple receptacle and unprotected power strips are prohibited.
- Use only laboratory certified appliances and electronics.
- Students may not install any window-type or free-standing air conditioners without written permission from the Health & Wellness Center and Facilities Services.
- Ceiling hangings of any kind are not permissible. No fabric is allowed on walls. This includes banners, tapestries, sheets, jerseys, and flags ("fire-proofed" or otherwise) unless they are encased in a frame with glass.
- Posters may cover no more than 25 percent of any wall. Pictures in glass frames do not count toward this percentage. Plexiglass is flammable and counts toward the 25 percent space quota.
- Empty liquor/beer bottles or cans are not permitted as room decorations and will be treated as violations of the School's alcohol policy. Posters advertising alcohol or drugs are also prohibited.
- Rooms may not be subdivided by furniture, sheets, blankets, or tapestries that prevent clear access or view to and from the door.
- Lofts not provided by the School are not allowed.
- School bed frames should not be placed on dressers or other structures, and School furniture in general should not be altered. Only approved plastic bed risers are permitted to raise beds and are not to exceed six inches in height.
- Exit routes must not be blocked by furniture and no bunk or loft beds are allowed to be placed in front of any window.
- No lighting or heating device which produces an open flame is allowed in the House. This includes matches, lighters, lanterns, candles, and kerosene lamps. Heat-producing appliances such as hot plates, toasters, toaster ovens, auxiliary heaters, irons, coffeepots, sun lamps, halogen lamps, microwaves, etc., are strictly forbidden.
- Firearms, ammunition, fireworks, or other explosives are strictly forbidden.

- All types of electrical string lighting (including LED strip lights) are prohibited in dormitory rooms, common areas, and hallways.
- Inappropriate use of or tampering with fire extinguishers, emergency lights, smoke and heat detectors, carbon-monoxide detectors, fire alarms, and the door access control systems is prohibited.
- Students may not tamper with electrical fixtures, outlets, switches, or heating sensors.
- Refrigerators must be plugged directly into a wall receptacle. Extension cords from refrigerators to the wall outlet are prohibited.
- Hanging items off of the fire sprinkler pipe and/or heads is prohibited.
- The storing or charging of e-bikes and e-bike batteries is prohibited in dormitory rooms, common areas, and hallways. Students must have written permission from the Dean of Students to keep or use an e-bike on campus.

Room Inspections

At the beginning and end of the School year, rooms will be inspected and inventoried to ensure that the room and its furnishings have been maintained properly. School furniture must remain in student rooms. Heads of Houses, as well as members of the Public Safety and Facilities Services staff, may inspect rooms for cleanliness and safety compliance.

Students are responsible for any damage to rooms, lockers, or other School property and will be held accountable for needed repairs or replacements. If the responsible person(s) cannot be identified, the House will be billed.

Gender Affirming Policies and Support of Transgender and Non-Binary Students

The School strives to provide a safe and supportive environment that will help students succeed academically and socially. The School will work closely with transgender and gender non-conforming students and their families to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School's campus facilities reasonably permit.

Maintenance Requests

All requests for repairs or maintenance work must go through Heads of Houses.

Student Mail

Boarding students receive their mail in Tsai Field House and are notified over the summer of their individual unit number (campus mailbox). They will keep this unit number

throughout their enrollment at Lawrenceville. Mail to boarders must be addressed as follows:

Student Name
The Lawrenceville School
P.O. Box 6015 Unit (number)
Lawrenceville, NJ 08648

Packages sent to students via UPS, Federal Express, or other shipping companies must be addressed as follows:

Student Name
The Lawrenceville School
Student Center, Unit (number)
2500 Main Street, Route 206
Lawrenceville, NJ 08648

Students who wish to ship personal belongings from School may contact The Synergy Express Center, 160 Lawrenceville-Pennington Road, in the Manors Shopping Center, 609-844-0025.

Day Students

Office of Student Services: 609-896-0402

Parents who will be away from home for any extended period are asked to call the Office of Student Services before they depart to inform the School who will be in charge at home during their absence. The School is primarily interested in preventing unchaperoned student visits, and we appreciate parents' help in this matter.

Evening Check-in and Check-out

If a day student is attending an organized event (club, etc.) on campus that will extend beyond the student's check-in time (9 p.m. for Fifth Formers; 7:45 p.m. for Second Formers; 8 p.m. for Third and Fourth Formers), the student must check in and check out with the appropriate Duty Associate. Even if that event is supervised by an adult, (Periwig, orchestra rehearsal, etc.) and the student leaves campus immediately following, check-in and check-out are required with the supervising adult.

If a day student is on campus for study purposes or casual social activities beyond the student's check-in time, the student must check in and check out with the appropriate Duty Associate.

On Saturday nights, day students are expected to check in with the Duty Associate in their House between 7-7:30 p.m. if they are on campus. If they arrive on campus after 7:30 p.m., they should check in with the Duty Associate in their House immediately upon arrival. Day students must also check out with the Duty Associate before departing campus.

Evenings on Campus

Lawrenceville hopes that all day students will take full advantage of the many opportunities available on campus and encourages them to arrange transportation to make this possible.

When visiting the campus in the evening, the following guidelines apply:

- All day students are expected to make productive use of their evening hours on campus and not just “hang out.” Day parents need to be aware that boarding students are engaged in required study hall/quiet hours after 8 p.m. Parents are asked to be aware of their child’s campus activities and to deny permissions when appropriate.
- On Sunday through Friday, day students are expected to leave campus by 10 p.m. If their activity or event lasts beyond 10 p.m., day students are to leave immediately upon its conclusion. Day students that need to wait for a ride are asked to go to their Houses, check in with the Duty Associate, and wait there.
- On Saturdays, day students are expected to check in with the Duty Associate between 7-7:30 p.m. or as soon as they arrive on campus if after 7:30 p.m. Day students must leave campus by 11 p.m. (or immediately following House Feed). Fifth Form day students wishing to visit in Fifth Form Houses may do so until 12:30 a.m. Sunday morning.

Students may bring only one or two guests at a time to campus. All guests must be introduced to the Duty Associate when the student checks in and out. Students are responsible for making sure guests abide by all Principal Expectations. Overnight stays in student residential Houses on campus are only permitted for Lawrenceville students.

Staying Overnight at School

When space allows, a day student may request permission from the Head of House and the student’s advisor to stay overnight in the House for up to one week. If no bedroom is available, a day student may request permission from the Head of House to spend a maximum of two nights in a friend’s room. The day student must secure the permission of the boarding student before asking the Head of House. The Head of House has final say in whether the day student may stay overnight. Under no circumstances may a day student spend the night in a House without the Head of House’s express permission.

Students wishing to sleep over on campus must:

1. Ask permission of the Head of House well in advance,
2. Be clear about with whom (and in which room) they will stay, and
3. Have their parents call the Head of House to grant permission.

Inclement Weather

Because the largest proportion of faculty members and students live on the campus and can reasonably be expected to carry on normal routines in spite of bad weather, the School does not typically cancel classes when conditions are threatening. At the same time, Lawrenceville recognizes that a significant segment of the School population may sometimes find it hazardous to travel to the campus. We ask day families to use their best judgment in such circumstances. On these occasions, absences will not be charged against the student’s record. Students may, however, wish to contact a teacher via email or check Canvas for assignments or other instructions.

Should the weather cause the School to be closed or to open late, the community will be notified in several ways:

- Email
- Broadcast call system (in certain instances)
- Website (lawrenceville.org)
- Lawrenceville snow line: 855-620-SNOW (7669)
- Lawrenceville social media (@lvilleschool)

Penalties

If a student neglects to check in or out as described above, the Duty Associate will submit a check-in absence to the Office of Student Services. This will count as a regular unexcused check-in absence. The typical penalty for failure to check in or out properly on a Saturday night is one detention.

Absence from School

Whenever a day student is unexpectedly absent from School due to illness, the parent is asked to call or email the Office of Student Services before 9 a.m. Parents must provide a written excuse to the student’s Advisor explaining the nature of the absence. Students are expected to see their Advisor in person with this note immediately upon returning to School. This face-to-face meeting allows the Advisor and advisee to “catch up” after missing classes and review any outstanding issues. The Advisor has the authority to excuse or not to excuse the class absences involved. Day students may be excused from classes only for illness, official School trips, approved weekends, or compelling personal reasons. In the case of absences for compelling personal reasons where less than a full day of classes is involved, day students need to obtain prior clearance from their Advisor. When an entire day or longer will be missed, students must obtain prior permission from the appropriate Level Director and complete a form. Teachers and Day Advisors do not have discretion to grant permission for these extended absences.

Day students who become ill while at School must report to the Health & Wellness Center. The medical staff will

decide if the student should stay at School or be sent home, and will excuse the student from any missed classes. In no case should a student experiencing health issues leave campus without clearance from the Health & Wellness Center.

Fifth Formers (and in some rare cases, Fourth Formers) wishing to visit colleges need to contact their College Counselor for specific rules. A special permission form must be completed, so students should plan ahead and allow a few days to gather teacher signatures. (See "College Days" on page 8)

Fifth Form day students may leave campus during free periods. No specific permission is needed, but they must sign out and return in time for their next required School appointment. Only in special circumstances will an Underform day student be allowed to leave campus before the end of the last required School appointment. In each instance, specific permission, secured with a parental note, must be obtained from the student's Advisor before departure.

Driving Rules and Regulations for Day Students

Our campus is filled with pedestrians, and the fewer cars we have driving on campus, the fewer opportunities for accidents. Students may not park or drive in unauthorized places; they must drive carefully, including giving pedestrians the right of way, slowing down for speed bumps, obeying all traffic rules that apply to driving on public roads, and driving within the campus speed limit of 15 m.p.h. In addition, students must adhere to the following rules:

1. All vehicles must be registered with the Dean of Student Office and the Lawrenceville student parking sticker must be displayed in the back driver's side window.
2. Student drivers must enter the campus from Lewisville Road only, using either the service entrance to Tsai Field House or the Baker Gate. When leaving the campus during the day, students must drive slowly and carefully to the nearest exit on Lewisville Road. The Baker Gate will remain open until 9 p.m. for students returning to campus in the evening. The gate opens automatically when approached from the inside of campus and should be used for all exiting traffic.
3. Students must drive slowly and carefully to the designated student parking lots without temporarily parking at any other campus location. This includes no parking at athletic fields during practices, games, or other events. Students may never drive through campus. Should a student wish to move their car from the Kirby Arts Center lot to Tsai Field House lot, they should depart through the Baker Gate and use the

Field House service entrance. They should not use the Pond Road.

4. Day students must park either behind the Kirby Arts Center or in the lot behind Tsai Field House. Cars parked anywhere else around Tsai Field House or in visitor and handicapped spaces will be subject to ticketing.
5. At no time may students use their cars to transport themselves, a friend, or belongings from one place on campus to another, including athletic practices. The car is only to travel to and from campus.
6. Only Fifth Form day students may use their vehicles to leave campus during a free period. No specific permission is needed, but students must return in time for their next commitment.
7. A Fifth Form day student who wishes to drive a Fifth Form boarding student must adhere to all rules established by the Director of the Fifth Form, including submission of a parental permission form, which is available in the Dean of Students Office. A day student may never drive an Underform boarding student.
8. Underform day students may never drive any boarding students, including Fifth Formers.
9. A day student may drive another day student with the permission of both sets of parents.

Students must strictly follow these rules at all times, including evenings, weekends, and exam periods. Public Safety may issue tickets to students who do not follow the above rules and expectations. The sanctions for violating the above rules and expectations will vary depending on the nature and circumstances of the violation and any prior violations. They may include a warning with a requirement for remedial action, detention, suspension of driving privileges, and appearance before the Disciplinary Committee.

Academics

Harkness Learning at Lawrenceville

We believe that students learn best not by hearing about things and memorizing what they're told but, instead, by investigating the world for themselves. We understand the world most accurately when our own first impressions get challenged, extended, and refined by others. Harkness education at Lawrenceville emphasizes direct personal experience, and requires active engagement and responsibility for one's own learning, and the learning of others. It is, first, about taking initiative to learn for oneself—for example, by observing scientific phenomena with one's own eyes or by wrapping one's mind around the elements of a new language by wrapping one's mouth around new sounds. Harkness is, furthermore, about helping one another to deepen understanding—by teaming

up to subject initial efforts or inklings to rigorous and generative review. At Lawrenceville, Harkness requires students to take independent initiative and at the same time, commit to collaboration and generous participation in each other's learning.

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Course Requirements

Students in the Second Form must carry/pass a minimum of 15 courses in a year, while the expectation is that students will carry 17. Students in the Third Form must carry/pass a minimum of 15 courses in a year, while it is typical that students will carry 18. Students in the Fourth and Fifth Forms must carry and pass at least 14 courses in a given year, while the expectation is that students carry 15 courses in both Fourth and Fifth Form years.

Students with an approved, term-long leave of absence may be exempted from this year-long minimum and are expected to carry a full load of five classes for the terms they are present.

Diploma and Academic Probation Requirements

Students who fail a course or receive a D in any term may be placed on Academic Probation. Fifth Form students with a possible failure at the interim mark will be put on Academic Probation. A Fifth Form student who fails any course during the Fifth Form year faces the possibility of a delayed or denied diploma. The faculty grants diplomas for Fifth Formers and places students on Academic Probation. Failure to meet the terms of Academic Probation may result in a separation from the School. In special circumstances, an Ad Hoc committee may be convened by the Head of School to discuss whether to award a diploma.

Graduation Requirements

- Entering Second Formers must fulfill the following term distribution requirements for graduation: Arts 3; English 9; Humanities-English 3; History 6; Humanities-Cultural Studies 3; Interdisciplinary 2; Language through Level 3; Mathematics through a full year at the 400- or 500-level; Religion & Philosophy 2; Science 9.
- New Third Formers must fulfill the following term distribution requirements for graduation: Arts 2; English 9; History 6; Interdisciplinary 2; Language through Level 3; Mathematics through a full year at the 400- or 500-level; Religion & Philosophy 2; Science 6.
- New Fourth Formers must fulfill the following term distribution requirements for graduation: Arts 1; English 6; History 3; Interdisciplinary 2; Language through two years of high school study; Mathematics through a full

year at the 400- or 500-level; Religion & Philosophy 1; Science 3.

- New Fifth Formers must fulfill the following term distribution requirements for graduation: Arts 1; English 2 (3 recommended); History 2; Interdisciplinary 1; Language through two years of high school study; Mathematics 1; Religion & Philosophy 1.

If there is a compelling academic reason, students may be granted the opportunity to finish their coursework in one of three disciplines—math, science, or language—after the foundational level with approval of the appropriate Department Chair and the Dean of Academics. Students should first bring their request to their Academic Advisor. The Academic Advisor would then contact the Dean of Academics, who will shepherd the process thereafter. Students must also complete a Community Service Requirement (see page 42). Students entering in the Second or Third Forms must also take a mandated noncredit program of study in personal development. Fifth Formers who fail to satisfy academic, financial, or social service obligations, or are delinquent in the return of athletic equipment, library books, or other property may have their diplomas delayed.

Students may not earn credit toward graduation requirements through summer coursework or any coursework completed outside of Lawrenceville. Additionally, students may not "skip" levels in math, language, or other disciplines through summer study. The only exception is the following: the math department will consider requests for students to complete Math 2 outside of Lawrenceville on a case-by-case basis because this course is not cumulative with the other courses in the curriculum. Students interested in taking a geometry course over the summer should consult the chair of the math department.

Grade Descriptors

A Range*: Student work demonstrates exemplary achievement of all or nearly all skill and content outcomes. The work reveals that the student is fully engaged in Harkness learning reflected in thorough preparation, complex thinking, skillful communication, and a generous commitment to collaborative classroom activities.

B Range: Student work demonstrates solid command of many skill and content outcomes and progress towards others. The work reveals that the student is engaged in Harkness learning, reflected in steady preparation, sound thinking, clear communication, and a commitment to collaborative classroom activities.

C Range: Student work demonstrates a partial grasp of some skill and content outcomes and progress towards others. With respect to Harkness learning: preparatory work is underdeveloped or only sometimes complete. In the classroom, the student is inconsistently engaged,

either actively or constructively, in collaborative learning activities.

D Range: Student work demonstrates that they have achieved a minimal grasp of skill or content outcomes. With respect to Harkness learning: preparatory work is rarely complete. In the classroom, the student is not engaged in collaborative learning activities.

F: Student work does not yet demonstrate progress towards course outcomes. Alternatively, the student has not completed enough work to meet minimum standards for course credit.

***A+:** At Lawrenceville, an A+ is a rare and exceptional term-end grade meriting its own description. Student work demonstrates, in every category of assessment, consistent and exemplary achievement of all skill and content outcomes. In addition, the student, independently, does some or all of the following:

- Creates work that is not only complete, accurate, and precise, but also nuanced, elegant, creative, and/or intellectually exceptional.
- Synthesizes texts, ideas, or problem solving techniques across courses and disciplines.
- Pursues extended or deepened understandings beyond the scope of the course.
- Exemplifies Lawrenceville's Harkness ethos: Offers "game changing" commentary that deepens and elevates classroom discourse, inviting others into new understandings and interpretations.
- Exerts an extraordinarily positive influence on peers in the program, whether by inspiring and assisting others or soliciting and integrating their insights. Displays intellectual humility and an openness to new ideas and approaches.

Grade Scale

The Lawrenceville School uses a grading system of A-F on transcripts. For the purposes of GPA calculation, A=4.0, B=3.0, C=2.0, D=1.0, F=0. On a 100-point scale,

A = 94 and above	C = 74-76
A- = 90-93	C- = 70-73
B+ = 87-89	D+ = 67-69
B = 84-86	D = 64-66
B- = 80-83	D- = 60-63
C+ = 77-79	F = 59 and below

Homework and Syllabi

Students are expected to complete homework on a daily basis. Homework time limits are:

200/300 Level courses (typically Second and Third Formers):

- no more than 45 minutes per class session

400/500 Level courses:

- no more than 60 minutes per class session

Teachers are required to post a minimum of two weeks' worth of assignments on Canvas, visible to students, at all times. A communal academic expectation is that teachers post any updates to homework assignments for their next class on Canvas by 7 pm on the day the class met.

Normal homework assignments, conforming to level guidelines, may be given for the first class period back after a break during a term. The schedule for last days for major assignments is posted on the School calendar. Teachers will be flexible as regards the completion of assignments when a student is absent in order to observe a religious holiday.

Students who encounter three major assignments due on a single day should discuss with their advisor, in advance, how to manage the expectations, including seeking extensions from their teachers in this order: first, from submitting a paper or project; second, from a single section test or in-class assignment; third, from a multi-section test; fourth, from a group project.

If students encounter a problem with homework or assignments in a given class, they should contact the teacher first. If students are uncomfortable going to the teacher, they may also contact an Advisor, a Head of House, the appropriate Department Chair, or the Level Director.

Late Penalties on Graded Assessments

Lawrenceville is a demanding school that requires all community members balance academic due dates with co-curriculars and family obligations. Due dates are important in ensuring fairness around assessments and helping students manage workload. When a student asks for an extension to complete an assessment, which should be done after the students consults with their advisor, we encourage teachers to respond equitably and humanely. In the event that a student has not secured an extension, however, penalties will apply to late work. Teachers should document all extensions via Veracross memo.

- All assignments are due during the class period for which the work was assigned.
- Assignments submitted after the class period concludes are considered late.
- Late work will be penalized with a 1/3 of a letter grade reduction with each calendar day that the assessment is late. After seven calendar days, no further late penalty should be applied, after 10 calendar days, the work will not be accepted and a zero will be entered as the grade. (Example: A student submits an essay that was due Tuesday at 1 p.m. later that evening at 10 p.m. The essay earned a B+ on the course rubric. The final grade will be reduced to a B after a 1/3 letter grade reduction

for the late penalty. At 1 p.m. on Wednesday, the reduction increases to 2/3 of a letter grade penalty. Each successive day incurs another 1/3 letter grade penalty until no credit is offered after 10 calendar days from the original due date).

Students missing in-class assessments or due dates because of short-term illness or excused absence should follow the timelines discussed with their teachers. Teachers should document the expectations via a Veracross memo.

Timelines:

- If a student is absent for the class period, and present for the rest of the day, the work should be submitted the day it is due. For example, a student missing a class for a doctor's appointment should contact their teacher to submit the work during consultation on the day it is due.
- If the student is absent for more than one class period (not including Consultation or Community Time) missed work should be due on the next class meeting. For example, if a student is ill for two classes on Monday, returns to class Tuesday, all Tuesday work should be due on time, and Monday work should be due Wednesday.
- Students missing in-class assessments and due dates for unexcused absences should arrange to make up their work as soon as possible, as the work is subject to the late penalty. For example, a student is absent without excuse for a test on Monday. The late penalty outlined above applies, and the student will receive a 1/3 letter grade deduction for the assessment for each additional day until the assessment is completed.
- Students missing several days of class (3+) will coordinate with makeup work with their teachers and their advisors, often with oversight from the Dean of Academics and Medical Director.

Finally, students submitting work late - excused or unexcused - should keep in mind that they may forfeit an opportunity to get timely feedback that would help them tackle the next, similar assignment in a course.

Course Scheduling and Special Courses

Scheduling of courses for the following year is undertaken in the spring term, when the online course catalog is available. Students need to decide upon their schedules for the following year according to the dates outlined by the Dean of Academics.

Students signing up for year-long courses must honor their commitment to taking the course for the entire year. Only rarely are students allowed to drop the course, and only after consultation with their teacher, Academic Advisor, Department Chair, or College Counselor. In these rare instances of dropping a year course, another course must be picked up.

Independent Studies offer Fourth and Fifth Form students a unique Pass/Fail opportunity to explore interests beyond the bounds of the course catalog and to work with faculty and staff to enhance their learning. Students may take an approved online course as all or part of their independent study. Independent Studies take the place of one academic class at Lawrenceville and cannot be taken as a sixth course. A student may not drop a full-year class for an Independent Study, and Independent Studies cannot count toward any departmental graduation requirements. As an Independent Study replaces a 400- or 500-level class, students are expected to commit about 60 hours over the course of the term (equivalent to class and homework time for a 400- or 500-level class). All students approved for Independent Study must present their work at the Academic Showcase at the end of the term, and may petition for letter grade credit on their transcript.

Fifth Form students may propose a Senior Project in place of one class during the spring term. Senior Projects are graded on a Pass/Fail basis, and students are expected to do no fewer than about 40 hours of work over the course of the term. All Senior Projects should include a component that connects with the Lawrenceville community. Students doing a Senior Project must present their work at the Academic Showcase at the end of the term. A student may not undertake an Independent Study and a Senior Project during the same term.

Learning Management System

The School's Learning Management System, Canvas, is an important online resource for students. Canvas allows teachers to store and share documents, assignments, schedules, and other digital resources with their classes. Canvas also allows teachers to provide feedback to students on assignments and share grades. Teachers are not required to publish the Canvas gradebook

Course Changes

Placement changes and course drops may only occur during the first week of a term. Shifting courses at the start of a term is only allowed with the express permission of the student's Academic Advisor, the Department Chair, Dean of Academics, Registrar, and possibly College Counselor. Students should always discuss any proposed adjustment in their program of study with their Academic Advisor, Head of House, and parents. Students are not permitted to drop a year-long course at the end of the fall or winter terms, except in extenuating circumstances and only with the express recommendation from the student's teacher, Department Chair, and Advisor. The Dean of Academics makes the final decision.

Once the term commences, schedule changes are generally not permitted. However, if a student feels that they have been misplaced within a discipline, they should

first consult with their teacher, and if the teacher and department chair agree that a move to a different level is appropriate a change may be made. Any changes after the add/drop period must be completed no later than the end of the fourth week of the term. After that, students may request to change course levels only for the following term. After the first two weeks of the fall term, it is not possible for students to move between 400- and 500-level science courses because they are not parallel tracks and therefore not designed for students to be able to move up or down a level once the year has started.

If a student withdraws from a course before the midpoint of the term (generally accepted as the date of interims) neither the course nor any grade will appear on the transcript. After the midpoint of term, the withdrawal will be denoted on the transcript with either a "WD/PS" (withdrawal while passing) or "WD/FL" (withdrawal while failing). Students wishing to withdraw from a course must do so on or before the last day of classes of the term. A student may not drop a class during exam week (including Reading Day).

End-of-Term Assessments and Papers

The final assessment schedule is posted on the online School calendar at the start of the term. All students are expected to take final examinations and turn in final papers when scheduled, so it is important that holiday travel and vacation trips do not conflict with these academic obligations. Most requests to shift assessments are refused; only in urgent cases are assessments rescheduled. Students late to assessments or late in submitting written work without an excuse during the assessment period will not be allowed extensions and they will be subject to a late penalty. Students not attending the final class meeting of the term, missing final exams or not submitting work when due, without an excused absence, will be assessed a substantial penalty on their final assessments, the equivalent of a 1/3 letter grade deduction on their end-of-term grade in the course (i.e. the cumulative letter grade in the course). A student who is ill on the day of the exam should contact the Health & Wellness Center and the Dean of Academics Office. Day students need to supply the School with a medical certificate during the assessment period to have an assessment postponed. Students who must postpone their final assessments because of illness will receive a grade of incomplete until they have taken their assessments.

Academic Reports, Review, and Notification

Interim reports are an opportunity for teachers to summarize a student's progress at the midway point in the term and make recommendations for continued growth. Term-end reports usually include comments from each teacher indicating accomplishments, efforts, and next

steps for growth. In addition, the Head of House and Advisor writes a summary in June of a student's holistic development over the year.

Academic memos (Commendation, Information, Concern, Possible Failure) allow teachers to communicate with students, advisors, and parents on a regular basis, outside of the final reporting periods. External academic memos are available through Lawrenceville's online parent portal. All memos, whether internal or external, are sent to the student, Heads of House, and Advisor.

The Academic Review Committee, composed of Deans, Level Directors, medical staff, and counselors, meets periodically during the year—typically following interim reporting and term-end reporting—to review the performance of individual students and, if necessary, to make recommendations to the full faculty.

Students may be placed on Academic Review at one of three levels:

- **Academic Notice:** A student's academic record suggests that they would benefit from increased focus on their studies. Students remain on Academic Notice for at least two reporting periods (~10 weeks of school).
- **Academic Concern:** A student's academic trajectories suggest that they would benefit from oversight to ensure that they are putting forth the necessary effective effort and are utilizing the support structures available to them. Students placed on Academic Concern will remain there for at least two reporting periods, at which point the Academic Review Committee will decide whether to move them to Academic Notice for another two reporting periods
- **Academic Probation:** A student's record reflects significant struggle. Students must meet or show significant progress toward meeting the designated conditions of their probation; failure to meet conditions may result in dismissal. Students placed on Academic Probation will remain on Academic Probation for at least two reporting periods, at which point the Academic Review Committee will decide whether to move them to Academic Concern.

These are internal designations and are not reported on transcripts, but a letter is sent to the student's parents, and a copy is kept on file in Veracross (student information system). If a student fails a class, they are almost always placed on Academic Probation with specific terms they must meet in order to remain at Lawrenceville. A student placed on Academic Probation who fails to meet the terms of that probation may be subject to dismissal. Likewise, a student who fails more than one course in an academic year risks dismissal for academic reasons. The full faculty generally votes on all cases of Academic Probation and dismissals for academic reasons.

Honor Code

As a student of The Lawrenceville School, I will not lie, cheat, or steal.

Cheating involves the submitting of work that is not one's own. This includes improperly giving or receiving assistance or information on assignments and exams. It also includes failing to clearly and unambiguously cite sources of ideas that are not one's own.

Stealing involves the willful, unauthorized obtainment of someone's property without proper permission or knowledge.

Lying involves willfully stating something either written, oral, or with other signals with the intent to deceive or mislead.

The Lawrenceville School Honor System

All students of The Lawrenceville School shall be bound by the Honor System. Every student is expected to write out and sign the Honor Pledge on every test and paper.

The Honor Pledge: *On my Honor, I have neither given nor received unauthorized aid on this exam/assignment.*

Academic Honesty

Lawrenceville expects students to be honest. This expectation is one of our community's Principal Expectations and reflects our conviction that honesty is crucial to each student's moral growth and essential to creating a healthy, respectful learning community. Academic honesty can be simply defined as doing one's own work with integrity. Academic dishonesty can assume many different forms but essentially involves a purposeful effort to receive credit for work that is not one's own, or to gain an unauthorized advantage, all of which the School takes very seriously. All students should be thoroughly familiar with the rules and expectations about academic dishonesty, as contained in this Handbook and in supplemental documents prepared by each academic department.

Students who engage in academic dishonesty do more than break a rule. They deprive themselves of an important opportunity to learn and compromise a teacher's capacity to offer accurate and actionable feedback. When students turn in academic work on an assessment, Lawrenceville teachers assume that it is the student's own work and that they have neither used nor received unauthorized forms of assistance. There are many forms of academic dishonesty, including but not limited to the following, and are serious violations of Lawrenceville's community expectations:

Cheating: Cheating is copying someone else's work or giving or receiving unauthorized assistance on an

academic exercise, in an intentional effort to deceive the teacher into thinking the work is one's own.

Unauthorized Collaboration: Unauthorized collaboration is working too closely with one or more individuals to develop shared responses to an assignment meant to assess an individual's understanding. When students together craft work that is very similar in content, structure, and style but submit it individually, that work is not their own. Sharing one's work to allow someone else to see an approach to a task is also considered unauthorized collaboration. If you are unsure whether you may work together with another student on an assignment, ask your teacher for clarification.

Contract cheating: At Lawrenceville, students are encouraged to seek out feedback and assistance from teachers in consultation and from peers around the Harkness table. These are authorized forms of academic help. Contract cheating occurs when a student (or someone on the student's behalf) engages a third party to complete academic assignments. This can include a paid service, a tutor, or a friend, or family member. When a third party does a student's work or revises work for them, then the student's work is no longer their own, and this becomes a form of academic dishonesty. Students may, if a teacher permits it, seek feedback from peers and other adults. However, helpers (and students) should be mindful of the difference between pointing out opportunities for revision and doing the revising themselves.

Generative AI Tools: The Lawrenceville School's current position on generative AI is that unless a student has clear and specific permission from their teacher to use AI tools in completing an assignment, using them will be considered a form of academic dishonesty (specifically, a form of contract cheating) that may result in both an academic and disciplinary response. NB: Students should be aware that many applications include embedded AI tools (i.e., google docs, Grammarly). If the tool is suggesting phrases or changing your writing, you must verify with your teacher that the tool is permitted and cite it.

Fabrication: Fabrication is submitting false or made-up information in an academic assignment, such as data, citations, sources, etc.

Multiple submission: Multiple submissions are submitting the same piece of academic work for different assignments without permission. Multiple submissions could be considered as "plagiarizing yourself."

Plagiarism: Of the different forms of academic dishonesty, plagiarism often creates more confusion and uncertainty among students. For this reason, it is vitally important that students understand what plagiarism is, why the School

believes plagiarism is such a serious matter, and how the School handles plagiarism infractions when they occur.

What is Plagiarism? Lawrenceville's Plagiarism Policy extends to all work submitted in connection with any academic exercise, including, but not limited to: essays, research papers, lab reports, presentations, works of art, music, speeches, problem sets, and papers for language classes that have been produced with the help of an electronic translator. Plagiarism occurs when an individual presents another person's creative or intellectual products (words, ideas, insights, images, etc.) as if they were one's own without explicitly acknowledging their influence on one's work, or when an individual submits work produced for another class or in another context without disclosing that the work was prepared earlier. While particular facts that are "common knowledge" usually do not require a citation, copying a lengthy factual summary from a source and presenting it as the product of one's own factual synthesis can also constitute plagiarism. (For further clarification on what constitutes "common factual knowledge," consult with a teacher. Do not make assumptions. When in doubt, include a citation). When an individual uses a word, idea, insight, image, argument structure, or factual summary from another source, the individual needs to acknowledge—in the form of an explicit citation—that the thinking or choice of words was shaped by the influence of someone else (another writer, artist, creator, thinker, or student). If a student consults a source or receives assistance in the course of completing an assignment, it is the student's responsibility to keep track of those influences and to acknowledge them in an open, transparent way. If an individual fails to respect these principles by omitting proper citations and acknowledgments, the individual has plagiarized regardless of whether or not it was intentional.

Why is Plagiarism Such a Serious Matter? It is very important that students understand what plagiarism is; but it is equally important that they understand why Lawrenceville takes plagiarism so seriously. The "why" is not always obvious or intuitive to students, especially those who have grown accustomed to gathering, sharing, and collaboratively creating information in the freewheeling, unregulated medium of the Internet.

Lawrenceville's Plagiarism Policy is not an attempt to ignore new technological realities or to suppress the creative collaboration and democratized flow of information the Internet embodies. Lawrenceville encourages collaboration within our community and believes there is great value in the sharing of information and cross-fertilization of ideas that new technologies have enabled. We want our students to become creators, thinkers, and scholars who liberally exchange ideas. This is how knowledge grows and we learn from one another.

Nevertheless, as much as technology has changed our lives, there are still very specific rules and expectations that govern the process of sharing information and gaining inspiration from the works of others. There are still some enduring moral principles the School seeks to honor, principles we believe to be even more vital in an information age. These principles are at the heart of Lawrenceville's Plagiarism Policy:

1. If a student plagiarizes, the student is compromising the student's own integrity by presenting the words and ideas of others as if they were their own. The student is, in effect, trying to take credit for something that is not entirely the student's own creation.
2. Besides the injury to integrity, plagiarism also fails to respect the hard work and creative achievements of those whose words and ideas an individual borrowed. A proper citation says: "Thank you for helping to shape my thinking" and honors the creative achievements of those who came before.
3. The faculty strives to help students develop their own capacities and understanding. When students submit work that is not their own, the faculty cannot provide the targeted, personalized feedback necessary for growth.
4. Proper citations also help future students and scholars track an idea, phrase, or image back to its origins so there is a record of how creative and intellectual products evolve over time and how they influence the works of later creators and thinkers.

In short, Lawrenceville's Plagiarism Policy is about personal integrity, honoring the work of others, and building an intellectual community that shares ideas in a principled, respectful, and transparent way.

Academic Penalty for Academic Dishonesty

Work that is academically dishonest will earn a failing grade (50 percent) and require, in most cases, that the student retake or redo the assignment in question. Satisfactorily completed work will be averaged with the failing mark. There is no re-do opportunity for final exams and assessments; the 50% will be recorded for that assignment. .

Disciplinary Response to Academic Dishonesty

Academic dishonesty may subject a student to disciplinary action. We believe there is educational value in holding students to a very high, exacting standard in this area. Thus, cheating (including plagiarism) is a Principal Expectation violation, reportable on a student's permanent record.

When there is a suspected case of academic dishonesty on an out-of-class assignment: The teacher speaks to the department chair to determine whether the situation rises

to the level of academic dishonesty. If the department chair does not think that it rises to the level of academic dishonesty, the chair and teacher decide on a suitable response (if any). If the chair agrees that a student's work shows academic dishonesty, they inform the Dean of Academics. If the Dean of Academics agrees that there is a case of academic dishonesty, the teacher and chair contact the student's advisor. The teacher, chair, and advisor meet with the student to discuss the matter and then report what they found to the Dean of Academics. Following the conversation with the student, the Dean of Academics, chair, and teacher decide whether, based on evidence and the student's response, the student needs to go before a disciplinary committee, and if so, the information is passed to the Dean of Students office.

When there is a suspected case of cheating in class:

If a student is caught in the act of cheating, the student's test and any materials used to obtain an unfair advantage (phone, cheat sheet, etc.) are collected; as soon as possible, the student is brought by the teacher or department chair to the Dean of Academics, or if the student is emotionally distraught, the Health & Wellness Center. The Dean of Academics will contact the department chair, advisor, and Head of House to let them know what happened, and will convene a conversation with the student, advisor, and teacher. If it is determined that the student was cheating, the Dean of Students office will convene a disciplinary committee meeting to carefully consider the individual circumstances of the case before making a recommendation to the Head of School.

Transcripts and Student Records

End-of-term grades are reported on the transcript. The Office of Student Services provides transcripts of a student's records at no cost. A request for a transcript must be made in writing or by email and must include either the student's or the parent's signature and the year of graduation. Transcripts may be withheld pending satisfaction of financial obligations to the School. College counselors may view a student's record at any time. Students and parents may request to do so at any time.

Overall administration of student records is the responsibility of the Head of School, who delegates to certain School officials immediate responsibility for administration of particular categories of student records. These officers approve the inclusion of any information in a student's record. Parental requests to examine a student's record must be in writing and include the specific categories of information to be reviewed. Unless provided with an official and complete copy of a court order (e.g., custodial order or divorce decree) indicating otherwise, the School will provide both parents with access to educational records. Similarly, without such documentation, the School will not restrict one parent's ability to visit, pick up or drop off their child, or

to participate in parent-student conferences. The School expects both parents to cooperate with the School and with each other in the best interests of their child's education and will take appropriate action if this does not occur.

Individuals external to the School do not have access either to student records or information therein without the written consent of the parents or the student. Information in a student's record may be shared on a need-to-know basis with faculty, medical staff, counselors, or members of the School. In general, any student work still in possession of teachers is kept for one month after the end of each term. Any request to review such work must be made prior to that time.

Educational Support Services

The Educational Support Program helps students achieve academic excellence as well as realize the School's overarching goals of thinking critically, communicating effectively, and becoming self-regulated, life-long learners. The program operates under the philosophy that ability is malleable and can be improved through effort and by incrementally refining strategies. Based on feedback from classroom teachers and the Health & Wellness staff, a student's advisor may contact the School's Director of Educational Support to refer an advisee to work with the Educational Support Team in one or more of the following areas: executive functioning, reading comprehension, writing, or support in a foundational math course.

Academic Accommodations

Consistent with the School's mission and core values, Lawrenceville strives to create a welcoming inclusive environment and works to create a culture in which all students experience a sense of belonging and have an opportunity to develop to their full potential.

The School is committed to providing students with disabilities equal access to the School's programs and services, in accordance with applicable law. Lawrenceville holds a student responsible for disclosing a disability as the initial step in applying to receive reasonable and appropriate accommodations. Any adjustments to the academic program will be made through an interactive process between the student and the School. Specific guidelines regarding documentation vary by the disability and the requested accommodations. When requesting accommodations, a student must submit relevant and current documentation that demonstrates that the student has been diagnosed with a disability that substantially limits one or more major life activities. A diagnosis of a disorder by itself does not automatically qualify an individual for accommodations. Documentation must be provided by a qualified, licensed professional, and include: a formal diagnosis, a description of the impact the diagnosis has on the student's functioning, and the rationale for the requested accommodations.

Upon receiving appropriate educational or medical documentation, the Educational Support Program or the School's Medical Director will develop individual plans that assist classroom teachers to address the diverse learning needs in their classrooms and help identified students achieve academic success by generating appropriate and reasonable academic supports and accommodations.

Should the need arise, the Educational Support Office can provide families with the contact information of local, licensed, independent professionals when a student may need to be evaluated or requires updated testing.

Students or parents with demonstrated financial need who may face challenges obtaining documentation are welcome to contact the Dean of Academics Office for assistance.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill their academic requirements satisfactorily. In such instances, the Educational Support Program, the student's Advisor, the Dean of Academics, the Head of School, or other support personnel may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at the School. At that time, the Educational Support Program, the Advisor, the student, and the student's parents will discuss whether it makes sense for the student to continue at the School. If there is a disagreement, the School will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Request for accommodation on standardized tests

The process to apply for accommodations on the standardized tests administered by the ACT and College Board is separate from requests for in-school accommodations at Lawrenceville. Parents and students should acquaint themselves with the ACT and College Board's guidelines on accommodations for students with disabilities and contact Lawrenceville's Standardized Testing Coordinator with any questions.

Harkness Travel Programs/Study Away

The Lawrenceville School is committed to providing every student with the opportunity to have a meaningful travel experience to help foster awareness of global issues and different cultures. Members of the Lawrenceville faculty lead trips in both the spring and summer; those students interested should visit the Harkness Travel Programs Office in the Kirby Math and Science Building. In addition to School-sponsored trips during spring and summer breaks, there are also some opportunities for students to study abroad for part of an academic year or the whole academic year through a few outside programs with which

The Lawrenceville School has agreements in place. These include School Year Abroad, The Island School, and the High Mountain Institute. Students wishing to pursue such opportunities should meet with the Dean of Academics as early as possible in their academic careers, and certainly before any concrete plans are made to discuss potential implications. The Island School and the High Mountain Institute both operate on a semester calendar, and it takes careful planning to fit one of these programs into Lawrenceville's graduation requirements and trimester schedule. For more information about these programs, please contact the Director of Experiential Learning in the Kirby Math and Science Building. For information on the possibility of tuition transfer to outside term-long programs or portability of scholarship aid, please see the Director of Scholarship Financial Aid in the Admission Office.

Rules and Disciplinary Responses

Principal Expectations

Rules that the School considers particularly important for the well-being of the individual and the community are categorized as Principal Expectations. These represent the most important standards of our community: honesty, safety/health, and respect for others. They apply to conduct—including attempted conduct and aiding the misconduct of others—that occurs on-campus and at School-related activities off-campus. The School, in its sole discretion, may also hold a student responsible for actions that occur off-campus when, for example, the off-campus conduct impacts our community and/or when there are clear and verifiable grounds for discipline. Our disciplinary system tries to balance what is best for the individual student with what is best for the community. Students who violate our Principal Expectations will be subject to disciplinary sanctions ranging from restriction of privileges to dismissal. Recognizing that adolescents sometimes use poor judgment or make impulsive bad decisions, Lawrenceville is generally a "two-strike" school; in most situations, students are given the opportunity to learn from their mistakes. However, egregious offenses, including those that hurt or endanger the community, such as bullying or sexual misconduct, may result in suspension, or even expulsion, for first offenses.

Disciplinary Responses for Principal Expectation Violations

If there are concerns about student behavior or failures to meet community expectations, one of the Deans of Students, in consultation with others as appropriate, such as Level Director, the Head of House, Department Chair, or Advisor, will determine whether the offense potentially constitutes a Principal Expectation violation. If the violation

does rise to that level, the case will generally be referred to the Discipline Committee (DC) for review.

The DC will determine whether a Principal Expectation was violated and, if so, issue a recommendation for either a Minor or a Major violation. Offenses may be reviewed by the Head of School and Dean of Students, or their designees, in their discretion, in lieu of the DC.

When the alleged violation involves sexual misconduct, the School has the discretion to substitute the Sexual Misconduct Review Process, which is explained below, for the DC process.

The Discipline Committee and Hearings

The DC is convened by one of the Deans of Students and the Vice President of Honor, or designees, who serves as both chair and a voting member, and is typically composed of three additional faculty members and three additional students who all serve as voting members of the DC. The three additional faculty members generally include the student's Head of House, and two at-large faculty members assigned to the hearing, or these individuals' designees. The student members generally include the Vice President of Honor and three other students who have been trained for this responsibility. The student may choose to invite an advocate, either a School employee or a student, who will be there to offer moral support and who may speak on behalf of the student's good character and standing in the community when dismissal is a possible outcome. The advocate will not participate in the deliberation phase and will not vote.

The process is a hearing of the facts as best they can be determined under the circumstances; it is not and does not hold itself out to be a court of law. Generally, the DC will hear directly from the student, will consider the student's perspective carefully, and then will also consider other evidence or testimony that it feels is relevant. Once the DC has gathered what it feels is a complete picture, the student and the student's advocate will depart, and the DC will deliberate. Upon reaching a consensus, the chair will deliver the Committee's recommendation to the Head of School. Dishonesty by a student in a DC hearing, even if discovered after the hearing, will result in a recommendation for dismissal.

The School, at its discretion, can take actions to discover Principal Expectation violations, including speaking with other students or faculty. Students and faculty are expected to cooperate with any investigation. The Dean of Students, or the Dean's designee, may temporarily suspend a student, pending completion of an investigation and/or disciplinary proceedings. The School also may adjust the DC composition and process where there is unusual sensitivity or privacy at stake, or where other logistical issues interfere with the normal process.

Finally, appeals of decisions may be made in writing to the Head of School and will only be considered if new information is available or agreed upon procedures were violated.

The following are examples of possible responses to violations of Principal Expectations:

Disciplinary Probation

When a student has committed a Major violation of a Principal Expectation, the student will most likely be placed on Disciplinary Probation. A student may be placed on probation when their behavior(s) raises the question of whether they should continue to be part of the community.

If it is believed that a student has committed a second Principal Expectation violation while on Disciplinary Probation, the student will again appear before the Discipline Committee. Should the Committee find that the student committed a serious violation of another Principal Expectation, the student should expect to be dismissed for violating the terms of Probation. If the student has completed the Probation period and commits another violation of a Principal Expectation, the student will come before the DC and may face the possibility of dismissal.

Students on Disciplinary Probation are eligible to run for Student Council or House President. However, a student should expect to be removed from a leadership position, including Prefect or captain, if placed on Disciplinary Probation after they have been named or elected.

Suspension

In some instances, temporary separation of a student from the community is warranted. The length of the suspension and the conditions for return vary depending on the circumstances. Upon returning to campus from suspension, the student will be expected to meet with the Dean of Students to discuss the student's reflection upon the situation while away from the School.

Dismissal

For certain egregious offenses, or when a student commits a second Major violation, the student may be dismissed from School. The student will be required to depart campus immediately and will not be eligible to complete any remaining academic work. If a student is dismissed within the last two weeks of the term, they may be eligible to receive a transcript for that term with courses listed and grades to date.

Nonparticipation in Graduation Ceremonies/Withholding of Diplomas

Fifth Formers who violate Principal Expectations during the spring term, or whose prior violation(s) become known or provable during spring term, may be barred from participating in Commencement exercises and/

or have their diplomas withheld, pending resolution of the infraction. (If the infraction results in a dismissal, the student will not be eligible to receive a diploma but may receive a transcript that lists courses and grades.) Students who violate a Principal Expectation within 16 days of graduation but are not dismissed, may be required to leave campus immediately. If they were meeting all graduation requirements and School obligations at the time of the violation, their diploma typically will be mailed home. In special circumstances, the Head of School may convene an Ad Hoc committee to review and make recommendations regarding whether to award a diploma.

Letter of Reprimand

This letter serves as a warning that the student's behavior was not acceptable and that if a similar behavior occurs again, the disciplinary response would be more severe. Parents are notified of this infraction and it is noted on the student's record. Restrictions and a detention are often part of the disciplinary response.

Censure

A student on Censure is not allowed to participate in any extracurricular activities, practices, games, meetings, rehearsals, or performances. Students are expected to attend co-curricular commitments. Boarding students will be confined to their House except to attend meals, classes, co-curricular, and academic obligations. No off-campus privileges will be granted, and no visitors will be allowed. Students on Censure are required to attend Saturday detention and must return directly to their House afterwards. Day students will be required to leave campus immediately after their last required appointment each day and may not return to campus until 7 a.m. the following day. The length of Censure varies.

Detention

Students who have an unexcused absence for an academic class will be assigned a Saturday evening detention. A student may also be assigned a detention for House infractions or other violations of community expectations. Detention is generally held in the Heely Room in Woods Memorial Hall and runs from 8:30-10:45 p.m. on Saturday evening. At the conclusion of detention, boarders must return immediately to their Houses and check in for the night; day students must immediately leave campus. Only the Dean of Students can postpone detention for a student, and that permission must be secured by 3 p.m. on the preceding Friday. An unexcused missed Detention will result in an unexcused absence.

Campus Restrictions

A student may be placed on Campus Restrictions for repeated unexcused class absences or for other infractions. While on Campus Restrictions, no weekends or off-campus permissions from Friday through noon of the next Thursday may be granted. The student must

attend Saturday detention, after which boarders return directly to their House for check in and day students must immediately leave campus.

In-House Restrictions

A student may be assigned In-House Restrictions as a disciplinary response to minor Principal Expectation violations. The student will be required to check in at the student's House at 7 p.m. each night and remain there until 7 a.m. the next day. Exceptions may be made for academic obligations only. A student may not have any off-campus privileges or visitors from other Houses while on In-House Restrictions. Similarly, a day student will be required to leave campus immediately after the last required academic or athletic appointment each day and may not return to campus until 7 a.m. the next day.

Loss of Privileges

Various privileges—such as taking weekends, hosting visitors from other Houses, going off campus, or participating in School activities—may be withheld as a disciplinary response to minor House or Principal Expectation violations.

Disciplinary Responses for Other Violations

The School may impose consequences for minor House or other violations without convening a DC, including, but not limited to a Letter of Reprimand, Censure, Detention, Campus Restriction, In-House Restrictions, and Loss of Privileges.

Disclosure of Disciplinary Action

Principal Expectation violations affect the whole community. In an attempt to foster collective learning and understanding, the School community may be briefed on the details of the case and the outcome when appropriate and as needed, information about disciplinary violations may be shared with faculty members and other adults who interact with the student.

In addition, colleges, universities, and other educational institutions typically inquire on applications about a student's disciplinary or behavioral record. It is our policy to maintain the trust of these institutions and therefore to respond candidly to their request for information. When a student leaves the school for any reason before they graduate, including Dismissal or Withdrawal with Discipline Pending, the student's transcript always reads "Left School." No other information is included on the transcript.

Restrictions on Dismissed Students

It is the School's practice to require students who have received a notice of dismissal to reside in the infirmary and to remain under adult supervision until they are able to depart campus. Current students are expected to respect these restrictions. The School appreciates that

current students may wish to say “goodbye” to a dismissed student; current students may request permission for this from the Dean of Students. Students who have been dismissed from School or who have withdrawn with discipline pending may not return to campus or take part in School-sponsored events unless they secure advance written permission from the Dean of Students.

Readmission Policy

Students who have been dismissed or who withdraw from School with discipline pending cannot apply for readmission to Lawrenceville for one calendar year after their separation. At that time, a Readmissions Committee composed of the Dean of Admission, the Head of School, and the Dean of Students (or their respective designees) will evaluate the student’s candidacy.

Withdrawal from School

A student not subject to disciplinary action may withdraw from School upon written notification to the office of the Dean of Students by a parent or guardian. Student records, including transcripts and recommendations, may not be released until all obligations to The Lawrenceville School are satisfied.

If a student whose conduct warrants an appearance before the DC withdraws before the Committee convenes, the School will issue a letter to the student (and place the letter in the student’s file) that stipulates the withdrawal was “with discipline pending.” After the DC has been convened, however, the letter will reflect the action taken by the Head of School after receiving the recommendation of the DC, e.g., “dismissed.” Any claims or settlements arising from a withdrawal or dismissal are subject to the terms of the Enrollment Agreement between the School and the student’s parents/guardians.

While the letter issued to the student (and maintained in the student’s file) will reflect the reason for the withdrawal or dismissal, the student transcript will state only “Left School” without indicating any reason for the withdrawal.

June Review

If a student, in the opinion of a Head of House or Advisor, is not living up to the general, acceptable community standards of The Lawrenceville School, the student may be placed on June Review. A letter will go home to the student’s parents outlining the specific concerns, along with the indicators that must be met in order for the student to remain at the School. Such a letter generally goes out to a family no later than April 15 in order to give the student an opportunity to improve behavior before the end of the year. The Student Review Committee will meet with the Head of House or advisor in June to ascertain whether the terms of June Review have been met. The Student Review Committee will generally make

a recommendation to the full faculty to vote upon at the final faculty meeting.

Lawrenceville’s Policy on Harassment, Intimidation, Bullying, and Hazing

The Lawrenceville School seeks to be a community in which every individual, whether student, faculty, or staff member, is treated with sensitivity, dignity, and respect. The School expects all students to be good citizens and to develop and demonstrate good character, which includes celebrating the individuality of every student, exercising good judgment to avoid engaging in conduct that may reasonably be perceived by others as harassment, intimidation, bullying, or hazing, and not tolerating unkindness, exclusion, or disrespect.

Harassment

Harassment is unwelcome conduct or or behavior, whether verbal, physical, written, electronic, or visual, that is directed at a person based on a legally protected characteristic (such as race, color, religion, sex, age, national origin, gender identity, gender expression, or physical or mental disability), when these behaviors are sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual’s educational experience, working conditions, or living conditions by creating an intimidating, hostile, or offensive environment.

Examples of conduct that can constitute harassment if based on an individual’s protected characteristic include but are not limited to:

- Limiting opportunities to participate in certain clubs, teams, or activities
- Unwelcome jokes or comments about a legally protected characteristic (e.g., racial or ethnic jokes);
- Unwelcome gestures or physical contact;
- Displaying or circulating negative or offensive posters, pictures, cartoons about a legally protected characteristic

Sexual Harassment

Sexual harassment is also a violation of the School’s Principal Expectations. Please refer to the School’s Sexual Misconduct policy (see page 29), which contains a section on sexual harassment that includes definitions and information on the School’s Sexual Misconduct Response Process.

Bullying

Bullying typically involves conduct by a student (the “aggressor”), that occurs in a single significant incident or is repeated over time, that leads another student (or group of students) reasonably to believe that the aggressor is motivated by a desire to physically or emotionally harm them or damage their property. The conduct is often largely one-sided, meaning it doesn’t include behavior

that occurs during a conflict where students are mutually involved in some type of disagreement, and it may involve a real or perceived power imbalance.

Bullying can occur in different ways; it can be direct (face-to-face) or indirect (behind someone's back.) It can be verbal, physical, or psychological, e.g., purposefully excluding people from activities and breaking up friendships or other relationships, or electronic, e.g., using the internet, mobile phone, or other electronic equipment to intentionally harm others.

The School takes bullying and related forms of harmful mistreatment of peers extremely seriously. It will thoroughly investigate allegations of bullying, being careful to distinguish teenage conflict from bullying. (The School's ability to investigate online conduct by, for example, obtaining information from third party controlled websites, may be limited.) It will consider whether a reasonable student should have known, under the circumstances, that their acts would have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or their property. When the School finds bullying to have occurred, it will consider dismissal even if it is a first offense unless significant mitigating factors are identified.

Please note that the School uses a broader definition of "bullying" than does the State of New Jersey. New Jersey requires that for conduct to be considered as "bullying," it needs to be "reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental or sensory disability" or "any other distinguishing characteristic." The School believes that bullying is wrong and should be sanctioned regardless of whether it is motivated by any actual or perceived characteristic.

Hazing

Under the laws of the State of New Jersey, it is unlawful for any students to engage in hazing, or to aid or abet any other student in the commission of this offense. Hazing is defined as any action or series of actions that intentionally exclude, intimidate, embarrass, or cause, or threaten to cause, physical, mental, or emotional harm as part of an initiation, ritual, or rite of passage into or otherwise participation with any organized school group, including any society, athletic team, or similar group.

Hazing and bullying, while similar, are not the same. Hazing can involve bullying or can be considered bullying in some situations. The key difference is that hazing is behavior that is based on tradition and used by members of a group to maintain a hierarchy or "pecking order" within

the group. In addition, with hazing, the victims typically agree or go along with being hazed as a way to prove that they should be accepted as a member of the group.

The School will not tolerate hazing and prohibits rituals and ceremonies that in any way demean or threaten, physically or emotionally, any student, whether or not participation is voluntary. Similarly, the School does not tolerate secret societies, underground fraternities, or any other type of clandestine circles of privilege because they are inherently exclusionary, they create social hierarchies, they break up the community, and in their worst form, can lead to hazing. Any group wishing to conduct a ceremony or a tradition of welcoming must first consult the School employee in charge of that group.

Students should be aware that in August 2021, New Jersey passed a law that enhanced the criminal penalties that apply to persons found guilty of hazing.

Social Media: Hazing, Harassment, Intimidation, and Bullying

The School's high standards for kindness and respect apply equally whether in electronic form or in person (see the "Acceptable Use Policy" on page 34). The public nature and widespread use of social media has heightened the need for students to be cautious about any electronic posting. Expectations of privacy are frequently compromised, and intent of communication is easily altered or misinterpreted. For these reasons, students need to seek permission before posting information about or photos of others on the internet. They should also expect that anything they post may become public and that the School will act strongly if their online activities violate any School expectation or policy; they should be particularly careful not to engage in any act of electronic harassment, intimidation, hazing, bullying, or sexting. Students are prohibited from altering or fabricating images, accounts, likenesses, or audio of other community members.

Retaliation

The School strictly prohibits retaliation against any member of the community for reporting or inquiring in good faith about what the community member believes to be wrongful or unlawful activity, including hazing, bullying, harassment, sexual misconduct, or participating in an investigation or proceeding relating to such activity, or for supporting a complaint. Retaliation includes action, performed directly or through others, that is aimed to deter a reasonable person from engaging in protected activity or is done in retribution for engaging in protected activity. It may include intimidation, reprisal, or harassment. Any student who believes that they are being subject to retaliation should promptly contact a trusted adult.

Reporting Bullying, Intimidation, Harassment, Hazing, or Retaliation

Students who believe that they have experienced or witnessed any form of bullying or harassment are strongly encouraged to take action. Below are some suggested steps to take. Some suggestions may work best in one situation, others in another.

- Speak to someone trusted, such as a Head of House, a Day Advisor, the Head of School, Dean of Students, or any faculty member.
- Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately. Provide support (at the time or after the incident) to the student who was the subject of the misconduct.
- Write down what happened. Be as specific as possible, recording direct quotations, actions, and witnesses. In addition, save all relevant electronic communications.

Investigation of Allegations and Disciplinary Responses

All faculty and staff who become aware or have a reasonable belief that harassment, intimidation, bullying, hazing, sexual misconduct, or retaliation has occurred on campus or at a school-related activity off-campus must promptly report it to the Dean of Students. The Dean of Students will notify the Head of School, the School's general counsel, and others as appropriate. The School will investigate the allegation to determine whether, given the facts and circumstances—including severity, frequency, context, relationships between the parties, past incidents or patterns of behavior—a particular action or incident constitutes a violation of this policy and will take appropriate action. As stated earlier, the School, in its sole discretion, may use the Sexual Misconduct Response Process (see page 29) to investigate and address allegations of sexual misconduct. Depending on the conduct, that action may include an apology, education and training, counseling, suspension, exclusion from certain School activities, and dismissal (even if it is a first disciplinary violation).

Speech and Respect for Community Members

The Lawrenceville School seeks cultural competency and cultural dexterity for all community members and expects all community members to respect others, especially around race, gender, ethnicity, religious affiliation, ability, sexual orientation, socio-economic status, and/or other salient aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we censure and address speech that discriminates, attacks, disparages, demeans, intimidates, promotes violence or exclusion, wishes harm on, or deliberately mischaracterizes an individual or group based on their identity or association with others. Offensive speech and hate speech can take many forms, including, but

not limited to, profanity, negatively biased categorical statements, stereotypes, epithets, and threats of violence. Jokes, cartoons, images, and song lyrics can also be considered offensive or hate speech.

The School invites sincere discussion and questions, and recognizes that there will be moments during sincere discussion when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so, and those students are encouraged to engage faculty or student leaders for guidance.

Community members, including students, employees, parents, and alumni, who have concerns about offensive or hate speech, whether in person or online, should immediately contact their Advisor, Head of House, Dean of Diversity, Inclusion, and Community Engagement, Director of Multicultural Affairs, or the Dean of Students Office so that the School can take appropriate action. In some cases and after consultation with the Dean of Students and Dean of Diversity, Inclusion and Community Engagement, the School may conduct an investigation for possible referral for a Discipline Committee hearing and follow up with the affected party and reporting community member(s).

Policy on Student Demonstrations, Protests, and other Forms of Expressive Protests

The Lawrenceville School values and encourages the free exchange of ideas, robust debate, and peaceful dissent and recognizes that there may be times when Lawrenceville students wish to gather to express their ideas through protests, demonstrations, rallies, or vigils ("Protests") and the related posting of materials. Lawrenceville expects students engaging in Protests to conduct themselves responsibly and respectfully and in accordance with the School's policy on Speech and Respect for Community Members. Students must not engage in intimidation or harassment of other community members. Infringing on the rights of others to speak and be heard, or interfering with the peaceful and lawful use and enjoyment of School facilities and programs is not acceptable.

To protect the health and safety of the community and maintain the orderly conduct of its operations, Lawrenceville may regulate the time, place, and manner of Protests. Among other things, Protests may not:

- Violate or conflict with School policies or the law.
- Prevent the public expression of others (e.g., prevent a classmate or an invited speaker from being heard or seen).
- Jeopardize health or safety, including mobility on walkways and roads, and ingress and egress from buildings.

- Prevent, unduly obstruct, or interfere with the academic, administrative, programmatic, residential, athletic, co-curricular, or the health and safety-related operations of the School.
- Damage (or risk damaging) School grounds and property
- Invite or include off-campus, non-Lawrenceville participants

Request to Hold a Protest

Students or groups who want to use the School's indoor or outdoor spaces for a Protest must apply for and obtain written permission. Requests should be made to the Dean of Students 48 hours in advance or with sufficient lead time appropriate to the event.

Students engaging in Protests are expected to comply with the requests of School or public officials. It is a violation of this policy to remain in buildings when told to leave

Students who violate any of the above conditions or who engage in otherwise inappropriate behavior may be required to leave an event or location and be subject to disciplinary action. They also may be required to pay for any damage they cause to School property or the property of others.

Non-Lawrenceville Individuals/Groups

Individuals who are not current Lawrenceville students, faculty, or staff are not permitted to engage in Protests on School property.

Postings

Postings, such as posters, fliers, signs, flags, banners related to Protests, may only be placed on bulletin boards or other spaces that the School has designated for postings, and not, for example, on trees, benches, exteriors of campus buildings, etc. They may not be affixed using materials that may damage surfaces, such as glue, staples, or tape.

Postings may not include content that is harassing, threatening, or that violates law or policy. The person putting up the posting must clearly print their name and the date on the front or back of the poster.

Chalkings

Chalking needs to be done in place and manner that ensures it is readily removable and does not damage surfaces.

- It may only be done outside on walkways that are open to the sky, and not on buildings or other structures.
- The chalk must be water-soluble, not spray chalk.

The chalk may not include content that is harassing, threatening, or that violates the law or School policy.

Structures

No individual may erect or place any structure, wall, barrier, tent, sculpture, artwork, or other object ("Structure") on campus without prior written permission from the Dean of Students.

Removal of Postings and Chalkings

Authorized personnel may immediately remove all postings, chalkings, and structures that do not comply with this policy. They are also subject to removal in the normal course of cleaning, maintenance, and to maintain the orderly conduct of operations. No one else (except for the person who posted the postings) may remove, deface, obscure, or destroy postings or chalkings.

School Resources and Political Activity

Given the School's status as a tax exempt entity and federal and state laws, neither students or employees are allowed to use School resources (IT, telecommunication or media systems; school sponsored websites and social media platforms; email or voicemail systems; listservs; telephones; computers; photocopy machines; printers; campus property and addresses; food and beverage; other services, equipment and personnel) to participate in or support local, state, or national political committees or candidates seeking to hold a political office.

Students with questions about this policy and what is allowable are encouraged to contact the Dean of Students.

Alcohol and Drug Policies

The School has programs to educate students about the dangers of drug and alcohol use. Furthermore, Lawrenceville prohibits the use of these substances. Students who are found in violation of the School's substance policies may be required to enroll in education programs at their parents' expense.

The Lawrenceville School expects its students not to use, possess, share, distribute, or to facilitate the use, possession, sharing, or distribution of drugs (including the misuse of prescription drugs), alcohol, vaporizers, nicotine agents, paraphernalia, as well as substances that are generally recognized as dangerous, even though they may not be illegal. (These are referred to as "prohibited substances.") The School also expects students not to arrange or host a gathering at which prohibited substances are used. (Note: If prohibited substances are found on a student, in a student's room, or if a student tests positive for prohibited substances, whether or not it can be demonstrated that the substance was used on campus, the student may be subjected to disciplinary action.)

Additionally, students found in the presence of alcohol or drugs (including misused prescription medications), or in whose rooms such items are discovered, face disciplinary action even if they are not directly taking part in that use.

A student who supplies alcohol or drugs to others may be subject to more severe disciplinary consequences, including suspension or dismissal. This also means that if parents invite Lawrenceville students to their home and serve alcohol or drugs to them, their child may be considered the supplier of the substance.

Substance Testing

Because Lawrenceville is committed to student well-being, the School may employ drug and alcohol testing for cause, including suspected or actual possession and suspected or past use. A faculty member who suspects that a student has been using drugs or alcohol may request that the student submit to a drug or alcohol test at the Health and Wellness Center. Students who refuse to take this test will be presumed to have consumed illegal drugs or alcohol or to have misused prescription medication. Students who are dishonest about substance abuse may be subject to more serious disciplinary sanctions.

Drug & Alcohol Education & Assessments

As part of Lawrenceville's effort to support young people with guidance in dealing with the issues pertaining to substance use and abuse, students discovered using, or in illegal possession of, alcohol or drugs will be required to attend an appointment with the Medical Director (or designee) and session(s) with one of the counselors. In addition, such students may be required to undergo a health assessment for substance use and future risk conducted by an outside counselor approved in advance by the Director of Counseling and Psychological Services. The assessment will generally be completed within 30 days of the discovery of substance use or possession. Exceptions to this time limit may be made only by prior arrangement with the Dean of Students. The results of that assessment are shared with the student's parents and the Dean of Students, and are included in the student's medical records. The student's parents are financially responsible for the assessment. Failure to comply with this requirement may result in delay or denial of re-enrollment or graduation.

Tobacco, Nicotine, and Vaporizers

In addition to drugs and alcohol, students are prohibited from using, possessing, or distributing tobacco products, electronic cigarettes, vaporizers, and other paraphernalia

All students found in possession of prohibited nicotine agents will be required to attend an appointment with the Medical Director or a designated healthcare provider at the Health & Wellness Center. The School, through the office of the Dean of Students and the Medical Director, may facilitate additional referral(s) to addiction counseling and services. Note: Pharmaceutical forms of nicotine that are approved by the U.S. Food and Drug Administration and are prescribed to the student by a healthcare provider as nicotine-replacement therapy to aid in the cessation of

nicotine abuse are exempt from the school's prohibition of nicotine agents.

Violation of the rules regarding the use of tobacco products will be treated as outlined below and will be cumulative over the student's enrollment at Lawrenceville. Smoking cigarettes, cigars, pipes, or other flame-ignited nicotine products in School buildings is a violation of a Principal Expectation and a Disciplinary Probation offense.

All students found in possession of nicotine agents are subject to drug testing on campus. Violations of the tobacco/nicotine policy will generally carry the following penalties:

- First infraction: Three-day Censure, Letter of Reprimand, mandatory enrollment in nicotine cessation program (at parents' expense);
- Second infraction: Appearance before the DC for a Principal Expectation violation.

(Please note: The Athletic Department may impose further penalties for offenses by captains and student-athletes. See the policy in the "Harmful Substance Abuse" section on page 39).

Sanctuary Response to Unhealthy Behaviors

At Lawrenceville, we aspire to cultivate a respectful, healthy, and safe campus. These values include the expectation that community members respect and care for self and others. We believe that all students can achieve our collective standards, but we recognize that on rare occasions some students may engage in unhealthy activities. On those occasions, we encourage students to come forward from concern and activate our Sanctuary policy to seek help for self or others. In most cases, the School will opt for a non-disciplinary response, but the final determination will be made by the Dean of Students office once all information has been confirmed and reviewed.

Alcohol and Drug Use

Lawrenceville expects all students to be substance-free, but we recognize that there may be occasions when students violate the School's policy forbidding the use or possession of alcohol and drugs. Since Lawrenceville's primary concern is for students' health and safety, the School's Sanctuary policy encourages students to seek help in these situations without disciplinary repercussions.

To be clear, Sanctuary is not "granted" by faculty, nor can faculty offer it as an alternative to discipline when confronting student use. Students must initiate the process by taking an active step of outreach to activate Sanctuary in advance of probable discovery by a faculty member of use.

Students are encouraged to go to a Head of House or advisor with any good faith concerns about a member of

this community. When a student raises concerns about another student's past actions, the School will strive to provide the appropriate help to all individuals involved and will generally opt for a non-disciplinary response.

Students may also use SafeSchools/Vector Alert, the School's anonymous reporting software accessible through Canvas, to report concerns. The School treats SafeSchools/Vector Alert reports motivated by concern for the safety or welfare of another student the same as in-person reports. We expect sincere use of the Sanctuary provision, and calling for Sanctuary for other students for any other reason (e.g. spite or retaliation) may result in discipline response for the individual who made the alert.

Serious Threats to Safety

If a student is ever concerned about a serious threat to another student's health or wellbeing, the student must respond by getting help quickly. The student will not be subject to disciplinary repercussions related to the health risk. For instance, if a student encounters another student injured in an altercation, incident of hazing, or horseplay, or if a student ever needs attention due to substance use, the student must contact the Health and Wellness Center, Public Safety, or another adult member of the community immediately.

Activating Sanctuary Response

To trigger the School's Sanctuary policy for substances, a student must initiate the process by calling the Health & Wellness Center or Public Safety, or proactively contacting a faculty or staff member and indicating that the student or another student is under the influence or needs help on campus. Students confronted by a School employee about potential alcohol or substance use cannot claim that they had intended to go or were en route to the Health & Wellness Center. Similarly, if a student is already involved in the disciplinary process or was disciplined for suspected alcohol or substance use, that student may not invoke Sanctuary retroactively.

The School may require a student under Sanctuary for substances to go through a drug and alcohol assessment, counseling, or other programs, including those that may require a health leave.

Inter-House Visitation

Crescent, Circle, and Fifth Form Common Room Visitation Rules and Conduct

Crescent and Circle common rooms are open from 8 a.m.-7:55 p.m., while Fifth Form common rooms will be open from 8 a.m.-8:50 p.m. On Saturdays, those common rooms will be open beginning at 8 a.m., closing at 10:30 p.m. for Crescent and Circle Houses and 11:30 p.m. for Fifth Formers, or at the discretion of the faculty on duty. On Sundays, Crescent and Circle House common rooms

will be open to visitors from 12-7:55 p.m.; Fifth Form Houses will be open to visitors from 12-8:55 p.m.

- If you choose to visit another House, you must sign into REACH as a House guest
- Hallways, day student rooms, and stairways are not sanctioned visitation areas

Violations of this protocol will result in suspension of privileges and other sanctions:

- First infraction: One-week suspension of all visitation privileges
- Second infraction: Two-week suspension of all visitation privileges and detention
- Third infraction: Three Day Censure and letter of reprimand
- Fourth infraction: Appearance before Discipline Committee for repeated violations of general expectations

Student Rooms

Only after securing the Duty Associate's permission, Crescent and Circle students may host students from other Crescent, Circle, and Fifth Form Houses from 7-7:55 p.m., Sunday through Friday, and from 8-10:30 p.m. on Saturdays. Students from other Houses may not visit student rooms at any other time without express permission from an adult in the House.

All visitors must check out with the Duty Affiliate when leaving.

Failure to secure permission from an adult or follow the other sign-in procedures for room visitation may result in an appearance before the Discipline Committee.

Lower School Student Room Visitation Rules and Conduct

Lower School students are not permitted to host or visit rooms of older students from other Houses, or visit common areas in Upper Form Houses. Lower School inter-House visitation will take place only with the agreement of all Lower School Heads of House and will follow the procedures outlined for Circle, Crescent, and Fifth Form Houses.

Student Room Visitation Rules and Conduct

During visitation, both the host and guest must secure permission in person from the Duty Associate and must go to a specific room. New permission from the Duty Associate is required for any change of room. Doors must be open and rooms well-lit. Other expectations will be outlined by the Level Directors and communicated at the beginning of each visit. Guests must check out with the Duty Associate. Both host and guest bear full responsibility for violations of visitation rules.

Duty Associates can deny and/or restrict the length of a guest visit. If a Duty Associate is not present or is not otherwise available, the privilege is automatically withheld. Under no circumstances may a student proceed on the assumption that permission would be granted because it had been granted on previous occasions, even if the Duty Associate is simply running late.

During room visits, students must be considerate of the rights of their Housemates as well as the self-esteem and reputation of others. Behavior which would embarrass passers-by is not appropriate, and may result in the loss of visitation privileges or other disciplinary action.

Fifth Form Visitation

Students in Reynolds and McPherson may visit each other's Houses and rooms during the day as if they were in one House together. Haskell and Upper students may visit each others' Houses and rooms during the day as if they were in one House together. Fifth Formers wishing to visit any other Houses are subject to the visitation rules outlined earlier.

Intra-Level Visitation

At certain points in the School year, the School may permit Intra-Level visitation of student rooms, meaning Circle students may visit the rooms of residents in other Circle Houses, and Crescent students may visit the rooms of residents in other Crescent Houses, at times beyond those outlined in the Inter-House Visitation policy above. Specific expectations and protocols will be announced at the time if Intra-Level Visitation is permitted. Students are subject to the policies outlined in the Inter-House Visitation at all other times.

Student Sexual Misconduct Policy

Respect and Consensual Sexual Intimacy on Campus

Respect for others is a fundamental Lawrenceville value and is an expectation in all areas of School life. Lawrenceville embraces healthy relationships among its student body, understands that increased sexual awareness and exploration are aspects of adolescent development, and recognizes that students may develop romantic relationships during their time here.

The School, however, believes that most Lawrenceville students are still in the process of developing the crucial social and emotional awareness and skills needed to make responsible decisions and successfully manage relationships that involve sexual intimacy. To promote the well-being of its students and the community and help students avoid the emotional, physical, health, and other complications that can accompany sexual intimacy, the School expects students not to engage in sexual intimacy while they are students. Responses to incidents of consensual sexual intimacy (including undress),

may include, but not be limited to, notification of and discussions with parents, advisors and Heads of House, meetings with the Dean of Students (or their designee), counseling, and further education.

Sexual Misconduct, Including Sexual Harassment and Retaliation

Sexual misconduct is a violation of Lawrenceville's Principal Expectations that, depending on the facts and circumstances, can result in suspension or dismissal, even if it is a student's first disciplinary violation. This policy applies regardless of a person's biological sex, affectional or sexual orientation, gender identity or expression. Sexual misconduct is a broad term that includes many behaviors of a sexual nature. Examples of sexual misconduct may include:

- Relationship Abuse: A pattern of coercive tactics that one person uses to gain or maintain power and control over another;
- Relationship Violence: Physical violence relating to a current or former romantic or intimate relationship regardless of the length of the relationship, including conduct that would cause a reasonable person to fear for their safety.
- Sexting: Sexting includes sending written messages or images that contain explicit representations or references to sexual conduct, sexual excitement or nudity. (New Jersey law prohibits anyone—regardless of age—from disseminating obscene or pornographic images of minors, and the School may contact law enforcement if a student violates this policy);
- Sexual Assault/Violence: This includes physical sexual contact that occurs without consent, or physical sexual contact that occurs when a student is unable to give consent. Physical sexual contact is construed broadly and encompasses all contact ranging from touching of intimate body parts to intercourse;
- Sexual Harassment: Sexual harassment involves unwelcome conduct that is sexual in nature and denies or limits a student's ability to participate in or benefit from an educational program or activity, or that creates an intimidating, hostile, or offensive environment. It can involve conduct such as sexual remarks, leering, jokes of a sexual nature, obscene gestures, unwelcome physical advance, and unwanted sexual propositions. (In reviewing claims of sexual harassment, the School will consider, among other things, whether the alleged conduct was severe, pervasive, and/or objectively offensive.)
- Stalking or Cyberstalking: Stalking is the repeated following, watching, or harassing of a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress. It can include repeated, unwanted, intrusive, harassing, and frightening communications by

phone, mail, or through electronic means; repeatedly leaving or sending the victim unwanted items or gifts; collecting information about a person's routine, friends, or family; and uninvited visits to a person's residence or other locations where the person is commonly found;

- Verbal, physical, or electronic conduct, including displaying, soliciting, fabricating, or sharing intimate photographs, videos, or audio recordings, and/or making sexual comments about a person to others, including over social media;
- Other conduct of a sexual nature that is non-consensual (see the definition of consent below) or has the purpose or effect of intimidating, threatening, or coercing a person.

Definition of Consent

For the purposes of this policy, consent means an **affirmative** (meaning an active), **verbal** (meaning through audible words), **clear** (meaning unequivocal), and **voluntary** (meaning without coercion), agreement by a person to engage in sexual activity with another person. Consent must be present at every stage of a sexual encounter. Consent to some sexual activity does not imply consent to other sexual activities, nor does past consent imply present or future consent. Consent can be revoked at any time. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other conditions.

New Jersey Law

Under New Jersey law, a person under 16 years of age cannot consent to sexual intercourse. New Jersey has what some have described as a "close-in-age" exemption. Specifically, under New Jersey law, "an actor is guilty of sexual assault if the actor commits an act of sexual penetration with another person [and] the victim is at least 13 but less than 16 years old and the actor is at least four years older than the victim." This close-in-age provision is limited only to cases where all other requirements for consent are met.

No student can consent to sex with a teacher, employee, or volunteer of Lawrenceville. Consent will not be inferred in the absence of a "no."

Reporting Sexual Misconduct

Reporting sexual misconduct can be difficult and students who have experienced it (or witnessed such behavior) may experience a multitude of emotions when considering whether to report the conduct. Lawrenceville encourages anyone who has experienced, witnessed, or learned about misconduct to prioritize their and their classmates' personal safety and physical/emotional well-being by seeking support. **Students or bystanders who provide information in order to help themselves or other**

students will not face disciplinary action for violations of other School rules that may have taken place at the time of the reported sexual misconduct.

Students in Need of Emergency Assistance

Students in need of immediate medical assistance, or those supporting them, should call 911.

Any student who has a concern regarding a possible violation of the sexual misconduct policy should immediately report it to any trusted adult.

Students may report sexual misconduct verbally or in writing. Students can report on behalf of themselves or another student. When reporting an incident, it is helpful for the person to provide as much information as they recall and/or are comfortable sharing. Failure to disclose identifying information about the persons involved or the facts and circumstances regarding the allegations (including the names of any witnesses) can severely limit Lawrenceville's ability to effectively respond and remedy the effects of the misconduct. Likewise, while students may choose to make a report anonymously through EthicsPoint or Safe Schools/Vector Alert, the School's ability to respond to anonymous reports is significantly limited.

Students may also report a sexual assault directly to the police. Students may contact the Lawrence Township Police at 609-896-1111 (or by calling 911.) Students may tell the operator that they want to report a sexual assault and to be connected to the appropriate person.

Retaliation

Lawrenceville prohibits retaliation against someone for reporting in good faith or otherwise participating in an investigation into allegations of sexual misconduct. Retaliation may include, but is not limited to, action, performed directly or through others, that is aimed at deterring a person from participating in the misconduct review process or is done in retribution for their having engaged in it. It may include unwanted attempts to contact a student involved in the report, asking others to contact a student involved, spreading rumors about other students, surveying others for information about an alleged incident, or threats or harassment of any kind. Any student who believes they are being subject to retaliation should promptly contact a trusted adult.

Lawrenceville's Response to Sexual Misconduct

Lawrenceville's response to reports of sexual misconduct will be overseen by the Sexual Misconduct Response Coordinator, a designated employee who has special training in sexual misconduct matters. The Sexual Misconduct Response Coordinator is Associate Dean of Students Lindsay Mulhern.

Providing Student Support

As stated above, reporting sexual misconduct can be difficult. Students experience things in different ways and have different needs. Accordingly, when a student shares a report with an adult, the adult will enlist the support of the Sexual Misconduct Response Coordinator. The adults will not require the student to share any information with them unless or until they are comfortable doing so.

The Sexual Misconduct Response Coordinator will speak with the student to identify the type of support they may need first, such as medical care or counseling.

The Sexual Misconduct Response Coordinator will also talk with the student about the need to notify their parents, and will facilitate the notification, taking into account the input of the student about the manner of notification. The Sexual Misconduct Response Coordinator will provide both the student and their parents with information about their reporting options, including filing a complaint with the School or with the police, letting them know that they do not need to make any decisions immediately.

The Sexual Misconduct Response Coordinator will also talk with any student(s) accused of misconduct to inform them of the allegation(s) and to identify the type of support they may need, such as counseling. The Sexual Misconduct Response Coordinator will also speak to the student(s) about the need to notify their parents and will facilitate the notification, taking into account the input of the student about the manner of notification.

The School may also take interim measures to ensure the safety and health of those involved, including the student who reported the misconduct, any student or students who are accused of misconduct, and/or others in the community. These measures may include adjustment of daily schedules, classes, rooming assignments, and placing student(s) on leave until the matter is resolved.

Confidentiality and Reporting to Outside Agencies

The School will keep reports of sexual misconduct confidential to the greatest extent possible, sharing information only with those who have a need to know and who agree to handle the information confidentially.

Students should be aware adults have reporting obligations and that no adult member of the community can promise absolute confidentiality, nor can they withhold the name of the reporting student.

Regardless of whether a School investigation occurs, the police and/or the New Jersey Department of Children and Families ("DCF") will be contacted as required by law or as Lawrenceville determines is necessary. Depending on the facts and circumstances, the police or DCF may reach out to speak with the student or their parent(s) or guardian(s).

It is up to the student and/or their parent(s) or guardian(s) to decide whether to speak or share information with the police or DCF.

Lawrenceville may defer its internal review of the report while law enforcement investigates. Following an investigation by law enforcement, Lawrenceville retains discretion to investigate further.

Sexual Misconduct Review Process

After receiving a report of sexual misconduct, the Sexual Misconduct Response Coordinator will conduct an initial assessment and, in consultation with School leadership, determine what kind of investigation or review is appropriate, taking into account the input of the reporting student. In some instances, when allegations do not include sexual assault or violence, reports may be investigated and adjudicated through the regular disciplinary process, while other reports, at the sole discretion of the School, may be subject to the Sexual Misconduct Review Process detailed below.

The Sexual Misconduct Response Coordinator will ensure that the student (or students) who reported having experienced misconduct (the "Reporting Party") and the person (or persons) who is reported to have engaged in the misconduct (the "Responding Party") are each partnered with a designated employee who can provide individualized support to the student throughout the Sexual Misconduct Review Process (the "Designated Support Person").

If the Reporting Party or the Responding Party is no longer enrolled at Lawrenceville, the School may elect not to proceed with the Sexual Misconduct Review Process.

Investigation

Reports that are subject to the Sexual Misconduct Review Process will be investigated by either an external investigator or an internal team of employees designated by the Head of School (the "Sexual Misconduct Review Committee").

The investigation will generally include separately interviewing the Reporting Party and the Responding Party. The investigation may also include interviewing other witnesses and collecting written or other evidence.

Students, faculty, and staff are required to cooperate fully with the investigation process; failure to cooperate fully or to unduly delay cooperation may result in disciplinary or other action.

The Reporting Party and the Responding Party ("the Parties") may be accompanied by their Designated Support Person during an investigative interview; neither the student nor their Designated Support Person may

record the interview. While the School does not permit parents, guardians, or attorneys to be present during interviews, they may be available nearby and the Reporting Party or Responding Party may consult with them, provided that it doesn't unduly interfere with the conduct of the interview.

When convened, the Sexual Misconduct Review Committee will be chaired by an Assistant Head of School or their designee and include two additional trained faculty members.

The Sexual Misconduct Review Committee will conduct an investigation as described above, and applying the preponderance of evidence standard, will make findings of fact and responsibility, based on a majority vote. The chair of the Sexual Misconduct Review Committee will make a recommendation with proposed sanctions, up to and including dismissal, to the Head of School. The Head of School will remain the final decision maker.

The Head of School (or their designee) will share the outcome, and the basis for it, with the Parties, and their parent(s)/guardian(s).

Informal Resolution Process

The School recognizes that some students may prefer not to go through the above investigative process. Any Party may request that an informal resolution process be used in lieu of the regular review process. An informal resolution process is not appropriate in all circumstances and will be initiated only with the approval of the Head of School and the written consent of all Parties. With informal resolution, there is no adjudication of the sexual misconduct claim; rather, it focuses on finding a remedy that balances support and accountability. Any Party may withdraw from the informal resolution process and resume the regular review process prior to agreeing to a final resolution. Once the Parties agree to a final resolution, and the School reviews and approves it, neither Party may request an investigation of the same matter.

Faculty, Staff, and Volunteer Misconduct

Lawrenceville faculty, staff, and volunteers are required to maintain healthy and appropriate boundaries with students at all times; there is no tolerance for engaging in romantic or sexual relationships with students. Faculty and staff are informed of their responsibility and are aware that violations could result in action by the police and the Department of Children and Families Services in addition to Lawrenceville's response. See sections on "Child Abuse and Neglect Reporting" (page 5), "Adult-Student Boundary Violations" (page 6), and "Guidelines for Students" (page 6) for additional information. The Dean of Faculty and the Director of Human Resources also can provide information and guidance.

Motor Vehicles

Day Students

Day students who have a valid driver's license may drive a car to School and park it on campus if it is registered with the Dean of Students Office. A parking decal will be issued for each vehicle a student expects to bring to campus. Cars must be parked in the area(s) designated for day student cars, and must remain there for the entire time a student is on campus. (see page 12 for all driving and parking regulations).

Boarding Students

Boarding students may not keep or operate a car, motorcycle, or other motorized vehicle (either gas or electric) on campus at any time. Students may not ride in a vehicle with anyone without the proper permissions, as required in the Off-Campus Permissions policy (see page 8).

Only Fifth Form boarding students may travel in the automobiles of day students or friends from outside the School community, subject to the requirements set forth in the Off-Campus Permissions policy (see page 8).

The Lawrenceville Policy on Weapons

The possession, storing, or use on campus of a weapon poses an unacceptable risk to the health and safety of all members and guests of The Lawrenceville School community. The School prohibits weapons from its campus. Any use or display of a weapon or imitation firearm is a Principal Expectation violation.

For the purpose of this policy, a weapon is defined as any instrument, article, or substance which may cause death, incapacitation, serious physical injury, or place someone in fear. This includes, but is not limited to: firearms, firearm ammunition, and any gun designed to fire bullets, BBs, pellets, or any projectile regardless of the propellant used, explosive devices (both incendiary and chemical), air rifles, paintball guns, slingshots, bows and arrows, martial arts weapons, any imitation of a real weapon, or any knives having a blade over three inches in length (other than small pocket knives).

The Dress Code

Class Dress

Respect for the collective academic endeavor and respect for all community members and the School includes attending to appearance. During hours when classes are in session, including lunch and School meetings, the following expectations apply:

- **Shirts/tops:** Collared shirts, tailored blouses, plain (non-graphic design) T-shirts, turtlenecks, or sweaters. Clothing which advertises tobacco, alcohol, weapons, or drug products, or which contains inappropriate or vulgar

messages is not allowed on campus. The bottoms of shirts must meet the tops of pants/skirts.

- **Pants:** Khakis, denim jeans, trousers, leggings. Sweatpants (sweatpant material) and pajama pants do not meet our dress code standards.
- **Shorts:** Must be tailored (non-athletic wear).
- **Dresses and skirts:** Must be tailored (non-athletic wear).
- **Hats and caps:** Must be removed when in the Chapel, classroom buildings, the Kirby Arts Center, the library, and dining facilities except in accordance with sincerely held religious practices or tenets.

Team members may wear parts of their game uniforms to classes on game days with the approval of their coaches.

Formal Dress

On certain occasions, more formal attire is required. Choice of formal dress should be sincere and consistent with the significance of the occasion. For formal School functions, the following Formal Dress applies:

- Sports coat or suit, dress shirt with tie, and long trousers.
- More formal dresses, finger-tip length or longer (strapless only with a cardigan).
- Skirt or dress pants, a blouse, and a sweater or blazer.
- Dress shoes or dress sandals.
- Any comparable ethnic attire.

Athletic Dress

Athletes must adhere to the dress requirements for athletic facilities and National Federation of State High School Associations/New Jersey Interscholastic Competition for their sport during practice, competition, and open use. Athletes, outside of the pool and pool area, must wear shirts, bottoms, and shoes.

Community Obligations

Class Attendance

Students are expected to attend all classes and required appointments. Absence from class is excusable only for:

- Illness, certified by a Health & Wellness Center excuse for boarding students or a note from home in the case of day students.
- Official School trips connected with athletic events, extracurricular activities, and special group activities.

Special requests to miss classes for other reasons must be approved by the appropriate Level Director or the Office of Student Services. Permissions are granted rarely and then only reluctantly.

Students who receive multiple Censures for unexcused absences will be subject to increased penalties, including the possibility of dismissal. Students should regularly check their email to determine if they have received

an absence or tardy. If so, it is a student's obligation to, within seven days, seek out their Head of House or Advisor to adjudicate the absence or tardy. Failure to do so will automatically result in the absence or tardy being adjudicated as unexcused. Four unexcused tardies are the equivalent of one unexcused absence.

In subsequent trimesters, the School will give closer scrutiny to any student where class attendance has been considered problematic.

Forfeiture of Grades or Course Credit Due to Excessive Absences

Given the integral nature of class participation at Lawrenceville, the accumulation of excessive absences may lead to denial of course credit.

A student must be present for at least 75 percent of scheduled class meetings in order to receive a letter grade in the course. If a student accumulates absences, excused or otherwise, that prevent the student from being present for at least 75 percent of the scheduled classes in any course in a term, the student will no longer be able to receive a grade in the class, instead receiving only a Pass/Fail designation for that course.

A student must be present for 60 percent of scheduled class meetings in order to receive any credit in the course. If a student accumulates absences, excused or otherwise, that prevent the student from being present for at least 60 percent of the scheduled classes in any course in a term, the student will not be eligible to receive credit for that course and will be removed from the course. On rare occasions, exceptions to this policy may be granted by a vote of a committee composed of the Dean of Academics, Dean of Enrollment Management, Director of Counseling, Director of Educational Support, Department Chairs, and the Head of School, or their designee(s).

If the decision has been made to remove a student from one or more courses due to excessive absences, the Dean of Academics will confer with the Level Director, the student's Academic Advisor, Head of House or Day Advisor, and the student's family to determine how the student might make up the credit(s) in a manner acceptable to the School.

Consequences of Unexcused Class Absences

The penalties for unexcused absences depend on the number of absences accrued in a term:

First: Saturday evening detention from 8:30-10:45 p.m. or comparable consequence.

Second: Campus restrictions Friday through Thursday; Saturday evening detention.

Third: Boarding Students: In-House Restrictions and Loss of Privileges Friday through Thursday; Saturday evening

detention. Day students must leave campus after their last obligation (academic or co-curricular) each day.

Fourth: Four day Censure; warning letter to parents and student's file.

Fifth: Five day Censure; warning letter to parents and to the student's file; required interview with Head of House, Level Director, and Dean of Students.

Sixth: Six day Censure; Probation for Attendance; Probation letter to parents and student's file.

Seventh: At seven or more absences, the Dean of Students Office, in consultation with the Level Director, Head of House, and Advisor, will review the situation and consider a stronger disciplinary response; including possible appearance before a disciplinary committee. In considering a disciplinary response, a student's good faith efforts over time to rectify the situation will be taken into account.

Closed Weekends

Students are expected to be on campus for Friday and weekend events on Closed Weekends. Day permissions are still available, but boarding students will not be permitted off campus overnight permissions.

Absences from Required Saturdays

On weekends where students still have requirements, students are expected to attend and participate. The policy and process for requests for excused absence from required events is outlined on page 6. Students may depart campus after their last obligation on those remaining two Saturdays.

Athletics Absences

Athletics are co-curricular at Lawrenceville, and as such, they are subject to the same policies and procedures as class meetings. Requests for excused absence from an athletic obligation follow the same request protocol as a request for excuse from a class meeting.

Meetings and Events

Students are required to attend School meetings, required lunches, and other occasions from time to time. A student who misses a School meeting in a term without justification will receive detention and more severe penalties for further absences. Absence from other required obligations may result in detention or other penalties.

Absences and Co- and Extracurricular Participation

If a student misses two or more classes or an athletic practice during the school day, excused or otherwise, that student may be held out of co- and extracurricular activities (including rehearsals and performances) that day.

Exploration Credits

Until the spring term of the Fifth Form, all students are required to accrue two on-campus Exploration credits per term. There are weekly offerings as determined by the Explorations Council. Convocations or services attended while at home, on weekends, or during vacations do not count toward satisfying Explorations credit.

Students must complete at least one of their credits before the Interim in each term. If a student does not complete the Explorations requirement each term, the student will be assigned a detention and may lose weekend privileges or be restricted to campus.

Study Hours

Study hours are in effect for all Forms any evening when classes are meeting the next day. Evening study hours guidelines differ for each Level and will be posted in all Houses

Second through Fourth Forms

Students are not allowed to leave their House after check-in to get assignments or socialize in other buildings.

Duty Associates may allow students to visit other House common rooms until 9:30 p.m. and only if the purpose is a group study exercise. Students must check in with the Duty Associate, who will monitor whether academic work is being accomplished.

No inter-House visitation for any reason may occur after 9:30 p.m.

Third and Fourth Form students may secure permission to go to the library from 8-9:50 p.m. if they can demonstrate the need to use the resources of this building.

In the Lower School, on Sunday through Friday, there is a supervised study hall from 8-10 p.m. If free periods are available during the day, students are expected to use them to study.

In the Circle/Crescent Houses, students are expected to use free periods during the day and evening hours between 8-11 p.m. to study.

Fifth Form

Freedom to schedule study hours is considered good preparation for the greater autonomy students will have beyond Lawrenceville. It is expected that all Houses will be quiet, productive areas for study after 8 p.m.

Internet and Acceptable Use Policy

The technology resources at Lawrenceville (e.g., all networking, hardware and software, the Internet, email, telephone equipment, and voicemail) are provided to

enable students, faculty and staff to communicate, share information, and access the virtually unlimited resources from the global community. The School's Acceptable Use Policy applies to all authorized users who access the School's network or equipment using School-owned or personally owned equipment, including wireless devices.

Use should always be legal, ethical, and consistent with the same code of ethics that governs all aspects of life within the bounds of our learning community, including but not limited to, policies preventing harassment, bullying, sexting, and discrimination. Any actions performed or initiated through the network must be consistent with the standards of honesty and integrity spelled out in this Handbook. These same principles apply to student use of social media, regardless of whether it is accessed using School resources.

Authorized Use

An authorized user is any person who has been granted authority by the School to access its information systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. Students are provided email accounts and Internet access. Whenever students cease being members of the school community, use of the School's information systems shall cease.

Privacy and Monitoring

The School's network resources, including all data and telephones and the information therein, are the property of the School and are intended for educational and official School-related uses. The use of the network, information technology, and communication resources may be monitored by the School to the extent permitted by law. The School has the right to access, retrieve, and print information and may conduct unannounced inspections of these information systems. If monitoring reveals inappropriate usage of the system, this information will be provided to the School administration for follow-up.

Community members should have no expectation of privacy associated with their use of School information systems and technology resources. They should not expect that email, voicemail, or other information created or maintained in the system (even those marked "personal" or "confidential") are private, confidential, or secure.

Rules for Responsible Use

All users of the School's information systems must adhere to the following rules:

- All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data.
- All users must also recognize and honor the intellectual property rights of others.

- All users must refrain from acts that waste School technology resources or prevent others from using them. Users shall not tamper with others' files or modify or delete system settings. Deliberate attempts to tamper with or degrade the performance of a School computer system, telephone system, or network or to deprive authorized users of access to or use of such resources are prohibited.
- Users are responsible for both the content and possible effects of their messages sent or posted from Lawrenceville sources. Prohibited activities include sending "Spam" (sending unsolicited messages or multiple copies of the same message or posting); posting messages to online forums that violate the rules of the forums; sending "chain mail" type materials; sending email that does not accurately identify the sender, the sender's return address, and the email address of origin; and messages or postings that violate our Acceptable Use Policy. Any use that is inconsistent with the School's nonprofit status, including any use that suggests the School's endorsement of a political candidate or ballot initiative, also is prohibited.
- Users may not create or use a mobile hotspot on campus.
- Users may not use any of the School's third party services, such as Zoom or Google Hangout, for non-academic or non-School related purposes.
- Users must abide by all copyright, trademark, and other laws governing intellectual property.
- Users may not use the Lawrenceville name (including any derivation or shortening of the name), logo, or image, in video, print, or digital media/software in any way that could be interpreted to suggest the School's endorsement of the User's activity, unless the User secures the prior written permission of the Director of Communications and External Affairs.
- No software may be installed, copied, or used on School equipment except as permitted by law and with the permission of ITS. Users must strictly adhere to all software license provisions.
- Users may not use the School's network or equipment to create, access, download, store, send, or print materials that are illegal, offensive, harassing, intimidating, discriminatory, pornographic, or obscene. These provisions are not intended to prohibit authorized users from carrying out their assigned educational tasks. Students seeking to access such information in connection with an academic project need to obtain the written permission of the teacher and the Dean of Students.

Use of Artificial Intelligence (AI) and Online Tools

AI and Online Tools refer to but are not limited to, website or software-based AI assistants, virtual assistants, chatbots, language models, and AI-powered tools.

- AI and Online Tools capture the text and data that users input during interactions. Users should be aware that AI and Online tools may not be compliant with laws and regulations, such as HIPAA, that protect confidential information, including medical records, and privacy. Because of this, users may not include their own or another person's Personal Identifiable Information (PII) in AI tools or searches. PII includes the following:
 - Full Names
 - Mailing or email addresses
 - Social security number (SSN)
 - Passport number
 - Driver's license number
 - Taxpayer identification number
 - Patient identification number
 - Bank/other financial account or credit card number
- Users should be aware that these services may sometimes provide false, inaccurate, or offensive content that does not reflect Lawrenceville's views.
- Users need to carefully review content and use discretion before relying on, publishing, or otherwise using content provided by these services.
- Users should not rely on these services for medical, legal, financial, or other professional advice. Any content regarding those topics is provided for informational purposes only and is not a substitute for advice from a qualified professional.

Security

All members of the community must abide by current School security policies and standards. This includes established policies such as the use of multi factor authentication for School email as well as new requirements and best practices deemed necessary by the School to protect the sensitive information of students and other community members.

Users are responsible for the security and integrity of information stored on their computer or electronic devices. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. The Lawrenceville School, at its sole discretion, may bypass such passwords to access the system.

Removing or relocating School-owned technology resources requires prior authorization of the ITS Department.

Users may not attempt to circumvent or subvert the security provisions of any computer on the School network or on the Internet. Without authorization from ITS, no one may attach a server to or provide server services on the campus network.

Guidelines for Internet Use

There are risks involved with using the Internet, including social media. To protect personal safety, students are not allowed to give out their personal or the personal information of community members to others on social media, bulletin boards, chat lines, or other systems, nor should they disclose confidential or proprietary information related to the School. Students also are not permitted to make plans online to meet a stranger in person.

The School cannot guarantee that users will not encounter text, pictures, or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with email, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators on this campus and elsewhere.

Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be properly footnoted. Likewise, users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the School's system to download illegally distributed material. The unauthorized use, installation, copying or distribution of copyrighted, trademarked, or patented material on the internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not obtained authorization for its use, it should not be put on the internet.

Students and parents should understand that:

- It is the responsibility of all parents to read this policy and discuss it with the student.
- Teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity.
- Students will have access to the internet and web-based computer applications while at School; as with any internet based form of communication, the School cannot guarantee that the third party services it will use for School-related activities will be absolutely secure or error free.
- There may be times when the School holds classes online. If this occurs, faculty may record synchronous online classes to share only with the enrolled members of the same class, consistent with the goals of the course and the educational mission of the School. Additionally, with notice to the students before recording, other educational lessons, programs, or important discussions may be recorded by the faculty member for educational purposes. Zoom, Google Hangout, and other third party services provide audio

and visual indicators that signal if and when a recording is in progress or is paused/unpaused.

- If and when the School offers courses online, students who use third party services to participate in lessons or other school-related activity are consenting to the recording of those activities in the manner described in this Policy.
- Students must not download, record, take screenshots, or rebroadcast when logged in to any Lawrenceville-hosted virtual meeting without prior written permission from the Dean of Students.
- If a student damages the hardware or software of any School-owned technology, the parent or guardian may be responsible for paying for the repair or replacement of that technology.

Software

The School purchases and licenses the use of computer software for educational purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, the School does not have the right to reproduce such software for use on more than one computer. Students may only use School provided software in accordance with the relevant software license agreement. The School prohibits the illegal duplication of software and its related documentation. Students may not install software on any School computers, devices or systems.

Policy Enforcement and Sanctions

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone, or network access privileges; disciplinary action; and dismissal/termination from the School. Some violations may constitute criminal offenses, as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations to the full extent of the law. Violation of the rules pertaining to the computer network will be reported to the Director of Information Technology, Dean of Students, and Dean of Faculty.

Gambling

New Jersey prohibits gambling for anyone under the age of 21. Students are therefore prohibited from gambling for money, valuables, or other material gain.

Search and Seizure

Inspections: School employees, including Heads and Assistant Heads of House, members of the duty team, and members of Public Safety may enter student rooms for inspection, for health and safety purposes, and for concerns about possible rule violations. Such entry does not in and of itself constitute a room search.

Investigation of a room's contents beyond simple entry and observation is considered a room search, for which the approval of the Dean of Students (or designee) is required.

Searches: When warranted, the School may conduct a search that is reasonable in scope of a student's person, locker, or House room, including personal items, such as bags and backpacks, contents of closets and drawers, contents of personal electronic devices, and other effects. Unless exigent circumstances exist, the Dean of Students (or designee) needs to approve the search, after finding there is reason to suspect that the search will reveal evidence that a student (or another student) may be violating (or violated) a law or a Principal Expectation, or that a health and safety risk exists. At least two adults must be present for a search, including where possible, either a Dean or member of Public Safety. Where appropriate, the student whose room or belongings are being searched should be notified of the search and invited to be present for it. Students are expected to cooperate in the search, including by providing keys to locked items or passwords where necessary.

The School also may conduct random searches of lockers and House rooms throughout the year.

Having a car and parking on School premises is a privilege, not a right. In allowing a student to have and operate a vehicle on School property, the School requires that the student consents to the School inspecting and searching the vehicle and its contents where it has reason to believe that the search will reveal evidence of a violation of a Principal Expectation or policy.

Athletics

Mission

The athletic experience is integral to a Lawrenceville education. Through interscholastic and intramural competition, lifetime sports/activities, and a comprehensive fitness program, the School seeks to build character, instill team values, and instill a life-long commitment to positive physical and emotional habits. On the playing field, as in the classroom, Lawrenceville promotes citizenship and leadership, teaches sportsmanship and fair play, and aims to inspire a passionate pursuit of excellence.

Athletic Requirements

Students are required to fulfill a co-curricular (sport/lifetime) obligation every term. During their Circle and Crescent years, each student may participate in a lifetime sport, on a competitive interscholastic team, or House team. Students must join a team or activity by the end of the first week of every trimester.

Interscholastic Sport Offerings

The following is a list of sports offered at the interscholastic level. In several cases, there are three levels: varsity, junior varsity (no Fifth Formers except by special arrangement), and JVb/Fr/thirds.

Fall

- Cross Country (b/g)
- Field Hockey (g)
- Football (all genders)
- Soccer (b/g)
- Tennis (g)
- Volleyball (g)
- Water Polo (b/g)

Winter

- Basketball (b/g)
- Fencing (b/g)
- Ice Hockey (b/g)
- Indoor Track & Field (b/g)
- Squash (b/g)
- Swimming & Diving (b/g)
- Wrestling (all genders)

Spring

- Baseball (b)
- Crew (b/g)
- Golf (b/g)
- Lacrosse (b/g)
- Softball (g)
- Tennis (b)
- Outdoor Track & Field (b/g)

Letter Awards

Playing ability, regularity, and spirit in practice; obedience to discipline; faithfulness in training; loyalty to the team and to the School; and length and continuance of service through the season and in past seasons shall be factors in all awards.

The Major L is awarded to members of a varsity squad who have met all requirements set forth by the Dean of Athletics and Co-Curricular Education and coach.

The Minor L may be awarded to members of sub-varsity teams.

The award for managers of a varsity team is a Minor L. The Major L may be awarded to Fifth Form students with long, distinguished, or exceptional service to that team. All sub-varsity team managers should be awarded Minor Ls respectively with associated House points.

A letter sweater will be given to the winner of a Major L, but no athlete may earn more than one sweater. A suitably

engraved certificate signed by the head coach and the Dean of Athletics and Co-Curricular Education shall be given for each Major L and Minor L. Upon graduation, Fifth Form students who have earned nine or more Major L awards will receive the Lawrenceville Blanket. Upon graduation, Fifth Form students who have earned 12 Major L awards will receive the L12 Award. All awards will be granted subject to the approval of the Dean of Athletics and Co-Curricular Education.

Interscholastic Affiliations

The Lawrenceville School is a member of the New Jersey Independent School Athletic Association (NJISAA), an affiliate member of the New Jersey State Interscholastic Athletic Association (NJSIAA), and an associate member of the New England Preparatory School Athletic Council (NEPSAC). Lawrenceville is also a member of the Eight Schools Association (ESA) consisting of Lawrenceville, Deerfield Academy, Phillips Academy Andover, Phillips Exeter Academy, Choate Rosemary Hall, The Hotchkiss School, St. Paul's School, and Northfield Mount Hermon. Many varsity teams have the opportunity to compete for a championship within these organizations.

Interscholastic Eligibility Rules, NJISAA/NJSIAA/ESA

- Contestants must be amateurs as defined by the National Collegiate Athletic Association.
- Any student who has been registered, accepted, and attended classes in any college and thereafter returns to any preparatory school is not eligible to represent that school on any interscholastic programs.
- Contestants must be under 19 years old prior to September 1 in order to be eligible for interscholastic competition.
- All participants in tournaments shall be enrolled students as of 30 calendar days prior to the start of that tournament.
- The scholastic requirements of athletes will be determined by their respective schools. A student's Academic Advisor and the Dean of Academics reserve the right to deem a student ineligible for participation in sports if the academic performance is causing concern.

Circle and Crescent House Intramural Eligibility Rules

Student participation in Circle/Crescent intramural competition is subject to the following guidelines:

- A member of an interscholastic team may not take part in any House sport during the same term.
- Athletes who have received a Major L for varsity competition in a sport may not participate in the same sport at the House level.

- An athlete who has received a Minor L in a sport may participate in the same sport at the House level the following year provided that the student has tried out for and been released from the School team in that sport.
- A student who quits or is dismissed from a School team after that team has made its selections is ineligible to compete in House sports for the remainder of that term. The student may be enrolled in an activity at the discretion of the Dean of Athletics and Co-Curricular Education.
- Students entering School once the term has begun are eligible, providing they satisfy all other eligibility requirements cited previously.
- Any student previously restricted from House sports due to illness or injury must be cleared for participation by the medical staff and the Athletic Department, and must practice for a period of time determined by the medical staff before entering competition.
- The Dean of Athletics and Co-Curricular Education may declare any student ineligible for House competition.

Lifetime Sports and Activities Program

Lawrenceville's lifetime sports/activities are offered to those students in the Second-Fifth Forms who are not participating in interscholastic or House programs. Offerings are designed to promote health, wellness, and fitness while creating grade-level bonding experiences. The lifetime program includes activities such as (but not limited to) spinning, dance (for all grade levels), ice skating, strength and conditioning, yoga, visual arts, and farming.

Team Managers

Managers assigned to athletic teams are very important team members. They are an extension of the coaches and play a vital role in the success or failure of a team. Students may serve as managers for no more than two terms in a School year. They are expected to invest as much time in the typical athletic day as do the athletes. Manager selections are subject to approval by the Dean of Athletics and Co-Curricular Education.

Medical Program

Lawrenceville employs licensed athletic trainers who are responsible to assist with the prevention, treatment, and rehabilitation of sport-related injuries. When an athlete has been injured, the athletic trainer will evaluate and administer any necessary care. If a physician referral is necessary, the athlete will be transported to the Health and Wellness Center for further evaluation. All treatment and rehabilitation for injured athletes will be supervised in the athletic training room (in Loucks before the anticipated move to Tsai Arena in winter 2025) by a licensed athletic trainer. Athletes under the care of a private physician who require rehabilitation must provide documentation from their physician before any treatment can occur.

Rules for All Athletics Teams

Harmful Substance Abuse

Lawrenceville students must abstain from using alcohol, recreational and/or illegal drugs, and tobacco/nicotine in any form. Any use of these substances or abuse of over the counter drugs and performance enhancers by a member of a House or School team will result in suspension from the next two contests (one contest for football and crew).

A scrimmage does not count as a contest. The student will continue to practice while on Censure. Attendance at home contests is permitted, but the student will not be allowed to participate in game competition (the student may wear the team uniform on the bench at the discretion of the coach). Should a second offense occur, a varsity athlete may be dismissed from the team with no prospect of earning a Letter award for that season. The student may be enrolled in another activity at the discretion of the Dean of Athletics and Co-Curricular Education. A second offense by a sub-varsity or House player may result in a second two-game suspension or team dismissal. A first violation (even prior to the season start date) by an elected team captain will result in loss of team captaincy. Violation of drug and alcohol rules may result in additional School disciplinary action.

The use of performance-enhancing substances such as creatine, steroids, androstenedione, and others is prohibited by the School. Herbal supplements are also prohibited and will be cause for parental notification and possible disciplinary action.

Attendance

Before each term, the Athletic Department will publish a list of approved teams and activities along with their coaches and supervisors. Students are expected to enroll in one of these sanctioned activities by the end of the first week of the term. It is the student's responsibility to ensure that attendance is recorded.

If students change from one activity to another, it is their responsibility to see that their name is added to the roster of the new activity. Attendance at all interscholastic, House, and lifetime sports/activities is required. Students who know in advance that they will be late or absent should promptly notify the coach or supervisor. If a student is medically unable to participate, the student must be given a medical excuse from the Health and Wellness Center. Injured athletes are expected to attend all practices and games.

During the athletic period of the academic day all students involved in lifetime, House, or interscholastic sports must speak in person with their coach/instructor prior to being evaluated by the Health and Wellness staff. If not, the

student will be asked to report back to the activity venue. Upon release from the Health and Wellness Center during the athletic period, students must return to the team/activity unless otherwise instructed by the Health and Wellness Center staff.

Students will be given Saturday detention or a work duty for unexcused absences. If a student has excessive unexcused absences, the student will be placed on disciplinary review for failure to meet community expectations.

Non-School Athletics

All Lawrenceville athletic commitments will take precedence over non-Lawrenceville sports and activities. Requests to miss Lawrenceville obligations must be submitted in writing to the Dean of Athletics and Co-Curricular Education or Director of Athletics two weeks prior to the proposed absence to be considered. Permission also needs to be granted by the School team coach and Level Director. If the aforementioned criteria is satisfied, each student is permitted one excused absence per term for missing a practice or game. Additional requests to miss practices or games may be considered for approval, but will be recorded as unexcused and subject to disciplinary action consistent with school policies regarding unexcused absences. Unauthorized absences from practices or games due to attendance at non-Lawrenceville athletic events may result in removal from the team and additional disciplinary action.

Sportsmanship and Conduct

Students in any athletic competition, interscholastic or intramural, are expected to meet a high standard of sportsmanship, including respect for the opposition and officials, and grace in both victory and defeat.

Lawrenceville athletes do not use foul language, throw equipment, or otherwise display loss of poise and perspective.

Spectators are encouraged to cheer for Lawrenceville teams and to not direct comments or cheers at the opposition and officials. Cheers which include profanity or which mock the opposition or officials will not be tolerated.

Handmade banners at contests are prohibited by the NJISAA. Electronic sound enhancers are not permitted. Noise makers of any kind are not permitted at indoor contests.

Ejection from Games

If the basic rules of sportsmanship are followed, Lawrenceville students should never be ejected from a contest. The rules of the state athletic association stipulate that if an athlete is ejected from a contest for

flagrant verbal or physical misconduct, the student will be ineligible to compete in the next two games (one for football and crew). In addition, the Dean of Athletics and Co-Curricular Education will review with the coach and athlete the circumstances surrounding the ejection and determine the appropriate School response, including possible referral to the DC.

Dress Code for Team Travel

Teams traveling to other schools are expected to adhere to the School day dress code or wear the team uniform and/or warm-up.

Athletic Exemptions

Fifth Form students may request one term off from athletics to pursue a special academic, arts, or extracurricular interest under the supervision of a faculty member. Forms are available in the office of the Dean of Athletics and Co-Curricular Education and must be submitted to the Dean by the end of the first week of the term.

Third, Fourth, and Fifth Form students may apply for a one-term exemption from the Lawrenceville athletics requirement in order to pursue an adult supervised, high-level, on- or off-campus endeavor. Students are required to play an interscholastic sport for the other two terms (with the exception of the Fifth Form). This exemption must be approved in the spring of the previous year. Exemption forms are emailed to the student body each spring.

Each of the following criteria must be satisfied in order for students to be eligible to request an Athletic Exemption:

1. They must be in the Third, Fourth, or Fifth Form.
2. They must have earned a Major L in the sport of interest, and have aspirations of competing at the highest athletic level (e.g., collegiate, Olympic, professional).
3. They must participate on the corresponding School interscholastic team during the academic year of the exemption request.

School Equipment and Uniforms

School athletic equipment and uniforms will be issued individually and returned after the season according to team schedules. It is expected that all members of the team will be present for issue and return, even if the articles are missing or lost. Failure to return equipment or uniform will result in a detention.

No player may alter School equipment (e.g. cutting jerseys). Only uniforms and equipment issued by the Lawrenceville Athletic Department may be worn. Teams will not be permitted to purchase separate practice or

game uniform articles. "Lawrenceville Athletics" t-shirts may be purchased by anyone or signed out individually by varsity teams and returned after the season. During the season, these can be exchanged daily for cleaning.

Game uniforms can also be turned in to the equipment room for cleaning after each contest and picked up the next day. Within one week from end-of-season scheduled equipment return date, students who do not return required equipment will be charged up to three times the replacement cost. Students will sign charge sheets or pay with cash or check for missing items. Failure to return equipment or otherwise settle their accounts with the Equipment Manager may also result in School discipline.

Lockers, Towels, and Lost and Found

Field House lockers are available to all students and faculty and are assigned by the Athletic Department Equipment Manager. Students are encouraged to use these lockers instead of their House rooms, but must assume the responsibility to see that the locker is secured at all times. The School will not assume responsibility for lost or stolen articles.

Towels may be obtained at the Equipment Room window. Lost articles may be secured by reporting to the Equipment Room window during normal duty hours. Lost and found valuables such as watches, keys, and wallets will generally be retained in the Athletic Department office.

Tsai Field House Use and Schedule

Tsai Field House is a large complex used by students, faculty, and staff for sports, fitness, and dining. To keep the building secure and safe, it is necessary that certain rules be followed:

- At no time are students permitted in the swimming pool, ice rink, or squash courts without proper Athletic Department supervision.
- Unless properly supervised by a faculty member, sports other than basketball and volleyball are prohibited in Loucks and Tsai Field House. Pets, skateboards, roller blades, scooters, and bicycles are not permitted in any indoor area of Tsai Field House.
- Hockey may be played at the ice rink only during supervised and authorized hours by the Athletic Department. Helmets with full face masks and mouthpieces must be worn.
- Tsai Field House will be open during the School year from 6 a.m.- 8:30 p.m. on Monday through Friday; 7 a.m.-6 p.m. on Saturdays; and 12-6 p.m. on Sundays for the use of students and faculty. During vacations and summer, the hours will be 7 a.m.-6 p.m. weekdays; closed on weekends (unless otherwise posted). Students should not be in the building prior to or after these times unless accompanied and supervised by a faculty member.

Programs

The Lawrenceville School's Outdoor Programs provides students with experientially based initiatives that educate them in responsible leadership, community engagement, and character development while also providing adventures in the outdoor environment that enhance both academic and non-academic skills. These experientially based learning opportunities are designed to reach across multiple disciplines (i.e., academic, athletic, residential, and extracurricular components of the School curriculum) and enrich the development of students as responsible members of the Lawrenceville and global communities. Athletic credit is given to participants.

Clubs, Extra-Curricular, and Additional Co-Curricular Activities

There are nearly 150 clubs and organizations at Lawrenceville, specializing in a range of interests such as acting, art, community service, culture, debate, history, music, photography, religion, science, writing and more. Students interested in starting a club should contact the Director of Student Life.

Student Fundraising

Students wishing to market merchandise on the Lawrenceville campus for fundraising purposes must receive approval from the Director of Student Life. Additionally, clubs may not open or operate external fundraising sites or pages, e.g. GoFundMe, etc.

Student Government

The Student Council is composed of the President of the School and the Vice Presidents of Honor and Discipline, Social Life, and Academics, as well as the representatives to Athletics, Arts, Sustainability, Community Service, Health & Wellness, and Diversity. Additionally, the House Councils fill out the greater body of this group. This group oversees social activities, social service initiatives, and the peer tutoring program. It also serves as a liaison between students and the faculty. Each House elects its own slate of officers who are responsible for the student governance of the House. A member of the Student Council, including a House President, is required to resign the position if placed on Disciplinary Probation while running for office or during incumbency.

Religious Life

Religious life at Lawrenceville is vigorous and diverse, reflecting the School's commitment to create and sustain opportunities for students to express and strengthen their religious faith as well as learn about the faith practice of others. These opportunities include: regular worship in the

Buddhist, Catholic, Hindu, Jewish, Muslim, and Protestant traditions; student-led religious life organizations; and the Religious Life Council, which sponsors activities, programs, and multi-faith dialogue. Questions about religious life may be directed to the School Chaplain.

Community Service

The School's Community Service Program encourages all Lawrentians to connect with a greater community outside the immediate confines of the Lawrenceville campus to broaden their understanding of community and society and their place therein. The Community Service graduation requirement is divided into three different types of community engagement to provide common service experiences that enhance their Lawrenceville education and build community both within and beyond the gates.

1. Lawrenceville Community Action Project (LCAP) to be completed during the Second, Third, or Fourth Form years. LCAP examples include: a one-term weekly project (coordinated by the Community Service office) or participating in a Lawrenceville Harkness Travel Programs Service Trip. New Fourth and Fifth Formers do not need to complete the LCAP.
2. One-time events (All-School, House, club or team sponsored): Completion of three one-time events for students entering in the Second, Third, or Fourth Forms, one event for students entering in the Fifth Form.

Students may choose from over 30 different weekly projects in the Trenton-Princeton-Lawrenceville area. Typically, students do these projects during the evening or on Sunday afternoons if they are playing a School sport, or on a Wednesday or Friday afternoon if they are involved in House or lifetime athletics. Examples of weekly community service projects include:

- Helping with homework and recreational activities in local after school programs.
- Playing with preschoolers from underserved communities.
- Teaching computer skills to senior citizens.
- Teaching children to ice skate on the School's rink
- Teaching adults with developmental delays to play tennis on the School's courts.
- Coordinating on-campus weekly activities for elementary school children.
- Helping with activities at a day program for adults with disabilities.
- Knitting with adults at a senior center.

Students also sometimes develop their own weekly projects based on their interests and talents. Past student-initiated projects include on-campus squash, dance, chess, and art programs for children.

Under the leadership of the Community Service Representative to the Student Council, the Community Service Council (composed of students who take a leadership role in community service) is responsible for organizing community service projects and for keeping the Houses informed about community service matters.

Independent community service not approved by the School will not meet the graduation requirement, but may be considered for tabulation of total community service hours, provided it meets certain criteria and is properly documented.

Student Services

Health Care

Al Rashid Health and Wellness Center: 609-896-0391

Medical Director: 609-896-0391

Director of Nursing: 609-895-2174

Director of Counseling and Psychological Services: 609-620-6125

Lawrenceville's Al Rashid Health and Wellness Center is staffed by a full-time physician, nurse practitioners, round-the-clock nurses, x-ray technician, administrative assistants, licensed mental health clinicians, and a consulting staff consisting of psychiatrists, orthopedists, and advanced practice nurses specializing in women's reproductive health. While School is in session, a full offering of outpatient services is available from 8 a.m. – 6 p.m. Monday through Friday. Urgent care and inpatient care is available 24 hours a day, seven days a week.

The comprehensive services provided and covered by the medical fee of the School's tuition include: medical evaluations and treatment of acute illness or injury; overnight in-patient care; post-operative care; individual doses of over-the-counter medications; wound care and first aid treatment; gynecological and reproductive health evaluations and treatment, including the provision of emergency contraception and contraception counseling; general health counseling; drug and alcohol education; psychological evaluations and short-term counseling; in-house laboratory diagnostic studies and venipuncture for outside lab studies; in-house orthopedic evaluations, in-house concussion evaluations, rehabilitation of sports injuries; referral to local off-campus specialists; daily medication pickup, and pharmacy delivery of prescription medication. Services that may result in additional charges to a student's account include, but may not be limited to: x-ray diagnostic studies; prescription medications; N.J. state mandated immunizations and travel vaccinations; casting; minor suturing/suture removal; crutches, orthopedic devices, supports and braces; outside laboratory tests; flu and COVID tests and drug and alcohol

testing; school, college, and summer camp physical exams; and processing fees for late or incomplete medical forms.

Emergent or medical care beyond the Health and Wellness Center's scope is referred to the nearby Penn Medicine's Princeton Medical Center in Plainsboro or Capital Health System's local hospitals.

In conjunction with the Health and Wellness Center and guided by specific protocols, three qualified and licensed athletic trainers work with our sports programs, providing immediate evaluation, first aid, and rehabilitation modalities to injured athletes. As an added measure, the School physician attends many varsity athletic competitions, and an ambulance service is present at all home varsity football games.

The School physician is available by appointment or referral from an evaluating nurse, and a physician is on call at all times while School is in session. Accidents and emergencies may report for immediate evaluation at any time. Students are discouraged from missing classes unless they are too ill to attend. Students seeking a medical excuse must contact the Health and Wellness Center at the time of injury or illness, and prior to missing any class or required event; the Center does not provide students with retroactive excuses.

The Health and Wellness Center keeps all medical history and medical records confidential except as may otherwise be required by applicable law or regulations, or where there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies; or when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the School environment. When appropriate, parents or students may elect to share pertinent medical information with a student's Head of House, Advisor, or the administration. When a student is admitted to the Health and Wellness Center, their Head of House is notified and the student is encouraged to inform their own parents or guardian. In cases of severe illness or injury, a member of the healthcare team will generally contact parents/guardians after medical stabilization. Parents may not be routinely contacted concerning minor, non-emergency medical visits. Parents may contact the Health and Wellness Center if they have any questions or need further information.

Students admitted as in-patients should bring appropriate sleepwear, a bathrobe, slippers, personal care items, textbooks, and, if they have one, a laptop computer.

Counseling & Psychological Services

While each Head of House and Assistant Head of House

plays an important role as a concerned adult and advisor for students, the School understands there may be times in the adolescent's life and development when there is a need for professional counseling services to address issues ranging from homesickness, eating disorders, depression, anxiety, and relationships with other students or family. Under the general oversight of the Medical Director, a clinical psychologist specializing in adolescent psychology directs the School's counseling and psychological services.

Three full-time psychologists and one full-time clinical social worker provide 24 hour, seven days per week on-call emotional crisis evaluations and counseling; routine psychological evaluations, short-term counseling, and support. If long-term treatment is needed, students may be referred to appropriate private licensed professionals in the Princeton area. Students in need of counseling or psychological services may request and schedule appointments through the Health and Wellness Center's Director of Counseling Services Office. The counselors firmly believe that confidentiality is critical to providing good treatment. Among other things, this means that they encourage but do not require students to notify their parents when they make an appointment for counseling. Similarly, if a counselor speaks with a parent, they do not share specific details of what a student shares in a session, including a counselor's knowledge of activities and behaviors that a parent may not approve of but that do not put a student at risk of serious and immediate harm. However, when there is a concern for safety, parents and other campus resources are routinely notified and informed as needed to protect the student.

Lawrenceville's counseling team coordinates with Heads of Houses and other School programs to provide students with the support they need, including educational support, drug and alcohol education, and spiritual counseling.

Medications at School

Students may not bring, and will not be permitted to maintain, prescription medicine of any kind with their personal belongings without permission from the Health and Wellness Center. School policy mandates that the Health and Wellness Center be notified in writing by the prescribing physician of the medical diagnosis, medication, dose, and dose schedule before a student may take such medications while at School. Medications will be dispensed by the Health and Wellness Center staff or by School personnel who have been designated and trained in accordance with the School's policy regarding delegation of prescription medication administration. The Director of the Health and Wellness Center (or the Director's designee), in collaboration with the parent/guardian and the student's physician, will establish an individualized medication administration plan for any student requesting medication self-administration privileges or where the Director of the Health and Wellness Center (or the

Director's designee) determines that administration by the Health and Wellness is not needed. Based on this determination, the Director of the Health and Wellness Center will allow or disallow self-administration privileges in accordance with state and federal laws. Parents need to be aware that while the School will provide students with medications for them to self-administer, it is not responsible for ensuring that a student takes the medication. The School relies on each student having sufficient maturity to carry out self-care obligations.

A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the Health and Wellness Center. It is the sole responsibility of the parent/guardian to notify the School Nurse in order to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes. Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

Students may not possess medications unless in compliance with School policy. Misuse of the right to self-administer medication(s) will result in immediate revocation of said privilege(s). The School will not assume any responsibility for students not in compliance with this medication self-administration policy. The sharing or selling of such medications by students with other students is dangerous and illegal and will be treated as such.

Students who abuse these medications will also be subject to disciplinary action.

Students who have had psychological, psycho-educational, or neuropsychological testing are required to include a copy of the report for the medical record.

Health Insurance

All students must have health insurance coverage that is valid in New Jersey while they are attending The Lawrenceville School. Parent(s)/guardian(s) are responsible for the costs of the student's medical care and for seeking reimbursement and paying any and all health care costs that are not covered by insurance policies. The School does not cover the costs of treating injuries (including dental work) that a student may sustain while participating in athletic practice or competition, or in other School activities. The School strongly encourages parent(s)/guardian(s) to carefully assess whether their health insurance policies are sufficient to cover the medical, mental health, and dental treatment that their child may need while attending Lawrenceville.

A copy of a current medical insurance card and of a prescription card must be kept on file in the Health and

Wellness Center. Changes in insurance information must be updated immediately by contacting the Health and Wellness Center. International students, national students who do not have a U.S.-based health insurance plan, and students with state Medicaid coverage must purchase the comprehensive student health insurance policy offered by The Lawrenceville School. This insurance information is available from the Comptroller's office.

Medical Registration Forms

Yearly updated medical registration forms, including signed permission to treat, are required before students are allowed to register, attend classes, or participate in athletic events. These records are kept confidential in the Health and Wellness Center and are prohibited from release unless specific written permission is given. Parents should inform the Health and Wellness Center promptly of any new or changed medical treatment at home during the academic year, particularly if such treatment includes prescribed medications or vaccinations.

Health Leaves of Absence Policy

Health Leaves of Absence Policy

The School appreciates that some students may experience medical or psychological conditions that significantly limit their ability to function successfully or safely as students and for which treatment outside of the boarding school setting may be appropriate. When this occurs, a student may request, or the School may recommend, a Voluntary Health Leave to allow the student to receive treatment. There may also be circumstances where the School decides to place a student on School Initiated Leave. This may occur if the School determines that the student's behavior is a material disruption of, or direct threat to, the campus living and learning community and/or its members and there are no reasonable accommodations by the School to allow the student to remain on campus. Decisions to grant or require a health leave, or to reinstate a student who has been on leave, rest with the School's senior administrators, including the School's Medical Director, who will consider the individual circumstances of each student in making a decision. The goal of any health leave is to provide the student with the opportunity to regain health and function consistently, productively, and safely at the School.

Voluntary Health Leave

Length of Voluntary Health Leave

The School recognizes that it may not be possible for students or their families to ascertain in advance what length of health leave may be necessary. By working with the student, the student's parent(s)/guardian(s), and the student's health care providers, the School will seek to provide the flexibility each student needs to address their health needs and return to School successfully.

Requesting Voluntary Health Leave

If a student, or a student's parent(s)/guardian(s) ("family"), seek to have their student take a voluntary health leave, they need to contact the School's Medical Director to discuss and initiate the process. For the School to consider a leave, the family needs to authorize and provide the sharing of all records and other information related to relevant health conditions to allow the School to evaluate the request for leave. The information that the School may request includes but is not limited to:

- A recommendation from the student's treating health care providers that the student would benefit from taking a health leave;
- A description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities;
- The plan for treatment of the student's health condition;
- An anticipated date for the student's return

The School's Medical Director (or designee) will review the documentation, contact the provider for any follow-up, and make a recommendation to the Dean of Academics who, in consultation with others as needed, will decide whether to grant the voluntary leave of absence and inform the family. The Dean of Students may make any leave contingent upon the family entering into a Health Leave Agreement that details the parameters of any leave along with any conditions and requirements for the student's return to School, providing the student and/or parent with a decision along with any information needed for the leave or the student's return. In situations where the School initiates a conversation with a family about a Voluntary Health Leave, the School, in its sole discretion, may decide not to require the records described above.

Departing Campus for Health Leave

Parents or guardians of students who take health leave are required to pick up the student at the School or make arrangements for a trusted adult to pick up the student. If a trusted adult will be picking the student, the parent(s)/guardian(s) is responsible for providing the Dean of Students with the name and contact information for the trusted adult prior to the student's departure as well as with contact information for the person(s) who will be responsible for the student during the leave.

While on Health Leave, a student's off-campus family or primary care physician will be the primary clinical support for the student. The School's Health Center will be available for consultation with the off-campus providers and will review medical status during appeal for return to campus activities, but the Health Center will not serve as primary care provider.

Additionally, students on health leave are not permitted to visit campus or participate in school activities without prior permission from the Dean of Students office.

Impact of Health Leave

Students considering a health leave of absence should be aware of the following:

• Health leave for two weeks or less

During a leave of less than two weeks, students (or their family) are to regularly communicate with the student's teachers, advisors, and Head of House regarding course work and the student's plans to return. They also need to communicate with the School's Medical Director regarding the treatment of any health issues that contributed to the student's health leave. Upon a student's return, teachers will work with the student to determine what essential coursework the student needs to complete and by when.

• Health leave for more than two weeks but less than one academic year

Students and parents should be aware that health leave lasting longer than two weeks but no more than one academic year may impact the number of credits earned and whether the student receives a letter or a Pass/Fail grade. (See "Forfeiture of Grades or Course Credits" on page 33.) Health leaves that extend beyond one term often result in a student repeating the Form they were in when they left the School. The School's academic schedule may also impact when a student can return to the School. For each student, the Dean of Academics will consult with other faculty members to determine the academic consequences of the leave and will communicate this information to the student and parents.

• Health leave for more than a year

When a health leave extends more than an academic year, the School considers it a "health separation," resulting in the student losing their space at the School. In such situations, students may apply for readmission.

• Forfeiture of Grades or Course Credits

Class absences accrued while on health leave will count toward the total percentage of classes missed in a given term, and may result in a student having to take a Pass/Fail in lieu of a letter grade for the term, or losing credit altogether. Additionally, while the School will strive to minimize academic disruption, Lawrenceville may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. Where a student has met all of the requirements for graduation except due to having taken a health leave-carrying and passing 14 credits during their Fifth Form year, the School, in its sole discretion, may convene an ad hoc committee to consider whether to waive this requirement.

• Financial Assistance

A student's financial aid package will not be impacted if they have to withdraw or go on leave for medical reasons, though they will remain responsible for any outstanding balances with Student Billing.

- **Tuition refund**

The School does not provide tuition refunds for students who take voluntary leave of absence. Families with Tuition Refund Insurance may wish to contact Dewar's with questions.

- **International Students**

A leave of absence may have implications for an international student's visa status. Students or families may contact the Registrar's Office for additional information.

- **Disciplinary considerations**

Placement on voluntary health leave is not disciplinary in nature. The School recognizes that there may be situations where a student who may have violated a School rule or policy seeks to take a voluntary health leave. Students may not go on voluntary health leave before the resolution of a disciplinary matter unless the Dean of Students, in consultation with others including the Medical Director and/or the Director of Counseling, grants them express, written permission. In such circumstances, the student's return to the School may be contingent upon the completion of the disciplinary process.

- **Campus activities**

While on health leave, a student may not return to campus or participate in School activities, including the taking of Advanced Placement exams, unless given express, written permission by the Dean of Students.

School-Initiated Health Leave

The School takes a holistic view of student health. In keeping with this, a student may be placed on School-Initiated Health Leave by the Medical Director, Director of Counseling, Dean of Students, or the Head of School. As stated above, under certain circumstances, the School may place a student on School-Initiated Health Leave, including when it determines that the student's behavior is a material disruption of, or direct threat to the campus living and learning community and/or its members and there are no reasonable accommodations by the School to allow the student to remain on campus. When a student's conduct poses a threat of harm to themselves or others that cannot be adequately mitigated, they may be placed on interim leave while the School determines whether School-Initiated Health Leave is warranted. When a School-Initiated Health Leave is under consideration, the student may request to take a Voluntary Health Leave in lieu of the School-Initiated Leave. In such circumstances, the Dean of Students, in consultation with others, including the School's Medical Director and Director of Counseling, determines whether to grant permission for the voluntary leave based on the provisions above for Voluntary Health Leave. A student may not take a voluntary leave or withdraw from the School before the resolution of student conduct violations unless the Dean of Students (or designee) has granted permission. In such circumstances, the student's return to the School may be contingent upon

the completion of student conduct proceedings and any discipline imposed.

Factors Considered

The decision to place a student on School-Initiated Health Leave will be based on an individualized assessment of all of the pertinent factors and will be made in consultation with senior administrators and health care professionals, as appropriate under the circumstances. Typically the factors will include but not be limited to:

1. The nature of the student's conduct and health condition;
2. The nature, duration, and severity of the risks posed by the student's conduct and/or condition, including the risk of harm to the student or others;
3. Whether the student has effectively engaged in treatment that the School made a condition of attendance, based on the evaluation and recommendation of a healthcare professional, and
4. Whether reasonable modifications of School's policies, practices, or procedures will mitigate those risks. Reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the School's resources or staffing capabilities or, with respect to the required level of care or monitoring, would exceed the standard of care that the School's Health and Wellness Center or the Head and Assistant Head of House can reasonably be expected to provide.

Independent Medical Evaluation

In determining whether to place a student on a School-Initiated Health Leave, the Dean of Students (or designee), in consultation with others, may recommend, or require, that a student be evaluated by an independent licensed mental health professional chosen by the School. If the Dean requires such an evaluation, the Dean will inform the student in writing and provide a timeframe for the student's completing the evaluation. A student who fails to complete the evaluation, and/or who fails to give permission for the evaluation results to be shared with appropriate administrators, may be subject to School-Initiated Health Leave until the Dean can obtain the proper evaluations of the student.

Rendering of Decision

If leave is required, the Dean of Students will render a written decision promptly, stating the rationale for their determination and share it with the family. If the determination is made that leave is warranted, the notification will include information regarding the minimum length of the leave, as well as any conditions of reinstatement. The student on leave may not return to

campus or participate in School-related activities, including the taking of Advanced Placement exams, until the student has been cleared to return unless given express, written permission by the Dean of Students. A student wishing to appeal a School-Initiated Health Leave may petition the Head of School in writing. Appeals will only be considered if new information is available or if procedures were violated.

Return from Health Leave

The guiding principle of readmission from a health leave is the School's confidence that the student can return safely, and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an unreasonable burden on the School.

Full clearance to return from Health Leave requires approval from the Medical Director, Director of Counseling, and Dean of Students.

To return to school from a health leave, a student must provide the Health and Wellness Center with a thorough, written, professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the health leave. This documentation must be submitted sufficiently in advance of the start of classes and must demonstrate that the circumstances that led to the student's leave have been satisfactorily addressed and that the student is ready to resume studies at the School. To assist School officials in determining whether reinstatement is appropriate, the family must provide the School with authorization for the School to receive records from and engage in discussions with any health or mental health professional that provided relevant care to the student prior to or during the leave.

In considering whether to approve a request to return, the School may require additional evaluation by a physician or mental health consultant of its choosing. While the School will give appropriate deference to the evaluation and recommendations of the student's treating medical provider, the decision regarding any student's return to the School from a health leave ultimately remains in the sole discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities. The decision regarding return will be communicated to the family by the Dean of Students.

Personal Development Seminar

Second and Third Form students are required to take a Personal Development Seminar (PDS). The seminar addresses adolescent issues such as time management,

nutrition, self-esteem, relationships, drug and alcohol use, and human sexuality. The approach is designed to promote communication skills, values clarification, and effective decision-making skills. The adult-led seminar provides for peer discussion and an opportunity to explore development tasks and challenges that affect their lives. Fourth and Fifth Form students will participate in periodic discussion groups led by House teams and outside speakers. Topics will include residential/community life, transition to college life, separation and loss, and human sexuality.

One of the important topics covered in the PDS course is the School's expectation that students engage in upstander behavior: to speak up against wrongdoing and to make dignity the keystone of the community. In PDS and elsewhere, the School seeks to give the students the confidence, skills, and tools to do this. Students who do not feel safe speaking up or intervening can file a report with a Safe Schools/VectorAlert, a third-party system that allows students to report concerns (including anonymously) related to student safety, health, and well-being.

Library

General Information: 609-896-0076

Circulation Desk: 609-895-2233 or circ@lawrenceville.org

Reference Desk: 609-895-2235 or ref@lawrenceville.org. Reference librarians can be reached through the Libchat feature on the website.

Website: library.lawrenceville.org

Use of the Library

All members of the Lawrenceville community are welcome and encouraged to use the library and its services. Study hall hours in the library are supervised and students are expected to be working on academics. In order to provide a pleasant and productive study environment, students should be quiet and courteous towards others. During the school year, the Bunn Library offers an array of activities, events, and speakers for the entire community. Library hours can be found on the library website.

The Lawrenceville School ID card is also a library card and is required to check out any materials. Students are held responsible for all materials checked out on their cards. Students may check out books for a three-week period. As long as no one has requested an item, it may be renewed in person or through the "My Account" feature in the online catalog. Items must be returned when a request is made. Materials may be returned to the Circulation Desk or after hours in the book drop located near the Crescent side entrance to the building. The library does not charge fines for overdue regular circulating materials, but asks that students return/renew the items in a timely fashion.

Overdue notices are sent via campus email. Please respond to all communication from library staff in a timely manner. Failure to respond to a third notice may result in a detention. The charge for lost library materials is the price of the item plus a \$10 processing fee.

Library Proctors

Library Proctors are Fourth and Fifth Form student leaders who provide assistance to the library staff in order to maintain a quiet and productive study hall environment. Students selected are capable of the leadership and responsibility necessary to assist the librarians in the evening and address peers when problems occur. Students interested in becoming a Library Proctor should contact the Director of Library Services.

Dining Services

Lower School, Circle, and Crescent students eat in Tsai Commons. Lower School students and associated faculty may eat on the Mezzanine. Fifth Form students eat in the Abbott Dining Room. With two exceptions, meal hours are as follows:

Breakfast: 7- 9 a.m.

Continental Breakfast: 9-9:30 a.m.

Lunch: 12-1 p.m.

Dinner: 5:30- 7 p.m.

The exceptions are when Abbott closes after dinner on Friday and reopens for breakfast on Monday. Brunch is served in Tsai Dining Complex from 11 a.m.-1 p.m. on Sundays. Meal times may vary during the winter term to accommodate the needs of athletic teams. Any updates to meal times will be communicated to the community.

Storage

Because much of the campus is in use during the summer, students are not allowed to store personal belongings in the Houses during summer break. Therefore, all student items must be taken home or stored off campus at the family's expense.

Laundry

Each House is equipped with washing machines and dryers. In addition, students may send their personal clothing to an outside commercial laundry. The summer mailing contains further information from the All Prep Laundry Company [609-393-4446] describing their services. Families contract directly with this company. This service is independent of the Lawrenceville School but offers pick-up and drop-off service to a student's House.

Lawrenceville ID Cards

The Lawrenceville ID card is the official identification card of the Lawrenceville School. Students use the card for:

- Identification;

- Access to Houses and academic buildings;
- Checking books out of the library;
- Claiming packages in the mail room; and
- Accessing their Big Red account.

Students are required to carry their Lawrenceville ID card at all times. Photographs for ID cards will be taken for returning students in March; new students should submit photographs in May to the Communications Department. Cards are distributed to the students at the start of the school year. A student found in possession of another student's ID card may be subject to disciplinary action.

To replace an ID card, students can visit the Bunn Library circulation desk Monday through Friday 8 a.m.- 3:30 p.m. and inquire about weekend and evening hours as availability varies. Replacement fobs are \$15, which will be charged to the student's account (no cash). Damaged fobs are replaced for free.

The Big Red Account

The Big Red Account is a prepaid spending account accessed through the Lawrenceville ID card, offering a secure and convenient way for students to make cashless purchases on and around campus at places like the Big Red Shop, the mailroom, and Follett's Virtual Campus. There are no costs or fees to use The Big Red Account. Instructions on how to create a Big Red Account and how to add money to an existing account can be found on Parentsville or at www.lawrenceville.org/backtoschool. on the Veracross Parent Portal under back-to-school information.

Insurance

The School does not take responsibility for students' lost or stolen items. Lawrenceville's insurance policy does not cover students' possessions while they are at School. Many homeowners' policies do cover such possessions against theft or loss. The School recommends that parents check their policy to be sure they have riders that provide the appropriate coverage.

Residential Faculty

Heads of Houses

Heads of Houses and assistants are the primary adults responsible for the students living in their residences. Additional duty team members are assigned one night of duty each week, but do not actually live in the building. Heads of Houses are the first point of connection for parents, and they work with Advisors to help and support the students in their Houses. Heads of Houses are also asked to help maintain safe conditions, order, quiet study times, and observance of Principal Expectations as well as help organize House social activities. Heads of

Houses manage weekend permissions (weekends that involve missing classes require permission of the Dean of Students or the Level Director), adjudicate class absences, make room assignments, and work closely with Prefects (Fifth Formers they select to serve as mentors and role models for younger students).

Advisors

Advisors are duty team members connected to specific Houses. This enables students to see their Advisors at least one night a week when their Advisor is on duty in the House in addition to the weekly advisee lunch. All Advisors help with course selection, discuss extracurricular activities, find support and help for their advisees during challenging times, and strive to make lasting connections with their charges. As students shift Houses, Advisors do change, although Lawrenceville tries to keep the same Advisor in place for Third and Fourth Form years.

Level Directors

Level Directors help monitor the well-being and citizenship of students at the respective level, including matters of discipline and academic concerns. The Level Directors in 2024-25 are:

Lower School: Tim Cross

Circle: Johnny Clore

Crescent: Katey O'Malley

Fifth Form: Etienne Bilodeau

Director of Student Life

The Director of Student Life works closely with the Student Council, the Level Directors, and the faculty to facilitate non-academic and non-athletic programming for the student body. This includes designing student activities, managing and overseeing student-led clubs, publications, and councils, and assisting in maintaining the school calendar.

Deans

Deans oversee the various realms of student experience at Lawrenceville. The Deans in 2024-25 are:

Asst. Heads of School: Blake Eldridge, Emilie Kosoff, Marquis Scott

Dean of Academics: Bernadette Teeley

Director of Teaching and Learning: Craig Cetrulo

Dean of Admission: Matthew Mulhern

Dean of Athletics and Co-Curricular Education: Tripp Welborne

Interim Dean of Enrollment Management: Dana Brown

Dean of Diversity, Inclusion, and Community Engagement: Cameron Brickhouse

Dean of Faculty: Emilie Kosoff

Dean of Students: Blake Eldridge

Asst. Dean of Students: Lindsay Mulhern

Asst. Dean of Students: Holli Olson

2024–25 House Teams

LEVEL DIRECTOR	HOUSE	HEAD OF HOUSE	ASST. HEAD OF HOUSE
Etienne Bilodeau	McPherson	Marisa Hedges	Nicki Selan
	Reynolds	Melissa Verhey	Victoria Stitt
	Haskell	Steven LaRochelle	
	Upper	Scott Barnard	Nick Martin
		Kelly Wise	Pat Loughlin
Katey O'Malley	Carter	Josefina Ayllon-Ayllon	Cynthia Hill
	Kirby	Mary Calvert	Laura Noboa-Berman
	McClellan	Charise Hall	Jeff Streeter
	Stanley	Nicole Stock	Lauren Gold
	Stephens	Christi Ding	Hugo Caraballo
Johnny Clore	Cleve	EJ Hernandez	Ashish Shah
	Dickinson	Paula Clancy	Michael Niu
	Griswold	Doug Piper	Kim McMenamin
	Hamill	John Giannikis	John McMillan
	Kennedy	Alex Kocar	Matthew Schorr
	Woodhull	Michael Friedman	Anton Fleissner
Tim Cross	Cromwell	Hazel Baldwin-Kress	Ally Dowie
	Perry Ross	Carrie Fyler	
	Davidson	Noelle Niu	Hayden Stinson
	Thomas	Daniel Concepcion	

Important Phone Numbers

School	609-896-0400
Admission	609-895-2030
Alumni & Development.....	609 896-1208
Asst. to the Head of School.....	609-895-2087
Athletic Department.....	609-896-0123
Facilities Services	609-895-2055
Chaplain	609-620-6122
Chief Financial Officer	609-895-2046
College Counseling.....	609-895-2042
Communications	609-895-2045
Community Service	609-895-2099
Comptroller.....	609-895-2027
Dean of Academics	609-895-2057
Head of School	609-896-0408

Infirmary	609-896-0391
IT Services.....	609-896-3996
Big Red Store.....	609-896-0620
Kirby Arts Center.....	609-896-0779
Library.....	609-896-0076
Music Center	609-896-0779
Office of Student Services	609-896-0402
Parent Programs.....	609-620-6001
Post Office (School).....	609-620-6970
Public Relations.....	609-620-6004
Public Safety	609-896-0509
Registrar.....	609-895-2075
The Lawrence.....	609-895-2130
Yearbook Office.....	609-895-2162



Scan this QR code to access the full campus directory

Where to go if you...

Have a scheduling problem:

Registrar’s Office in the Fathers Building (Pop Hall) Rotunda

Want to go on a college visit:

College Counseling Office on second floor of Mackenzie

Lost something:

Dean of Students Office in the Fathers Building (Pop Hall) Rotunda

Need a new student ID:

Information Technology Services in the Fathers Building (Pop Hall) Lower Level

Want to do community service:

Community Service Office in Noyes

Need transportation to the airport during School break:

Dean of Students Office in the Fathers Building (Pop Hall) Rotunda

Have questions about exams:

Dean of Academics Office in Mackenzie

Need to miss classes (day or boarder):

Office of Student Services in the Fathers Building (Pop Hall) Rotunda

Become sick:

The Health and Wellness Center

Need information on the SATs or PSATs:

The College Counseling Office on second floor of Mackenzie

See a stranger on campus:

Public Safety or the nearest adult

Need to report an incident of bias or harm:

Nearest adult, trusted faculty member, or Safe Schools/Vector

Want a copy of your transcript:

Office of Student Services in the Fathers Building (Pop Hall) Rotunda

Want to start a club:

Director of Student Life in the Kirby Arts Center

Have a question about the Big Red Account:

Ms. Williams in the Kirby Math and Science Building

Have a network or computer issue:

ITS Help Desk in Fathers Building (Pop Hall) Lower Level

Appendix A: Information Technology Services (ITS)

**Support Desk–Fathers Building (Pop Hall) Lower Level:
dial 4-HELP (4-4357) on any campus phone**

Best Practices for Computer Health

A student's personal computer is one of the most important tools necessary for completing academic assignments. It is therefore important for students to keep their computers in a highly functional state to avoid the downtime associated with computer repair. The ITS Department can help with this and has found that a few simple proactive steps are much more effective than reactive maintenance.

The Internet is the primary means by which computers are damaged. Internet activities expose students' computers to viruses, worms, trojans, spyware, and malware—unwanted programs which can make computers slow and unstable and could expose students to identity theft. The best protection against these programs is to run an up-to-date operating system with anti-virus software. To help protect student computers and other devices connected to the Lawrenceville network, students are required to register their computers on the School's network. As part of the registration process, computers will be checked to make sure they have up-to-date anti-virus software. Another important step that students should take to protect their computers is to back up files on their computers. Services such as Carbonite provide automated backup of files, while systems such as Google Docs, DropBox, and One Drive provide cloud-based storage.

Acceptable Use

All students must adhere to the School's Acceptable Use Policy (AUP), which can be found on page 34 of this Handbook. The purpose of the AUP is to provide an overview of your rights and responsibilities as a user of Lawrenceville's network and technology resources and it defines the boundaries of "acceptable use."

Network Access

Student use of the Lawrenceville network, both in and outside of the classroom, must be consistent with Lawrenceville's educational objectives. When students connect computers to the School's network, they are using a shared resource. A student's actions or inactions can affect all of the other computers on the School's network. Therefore, Lawrenceville requires the following of devices connected to the School's network:

- Computers, phones, and other devices using the School's network must be registered.
- All the appropriate security updates and service packs must be up to date.
- Anti-virus software must be installed and up to date.
- No personal networking equipment, such as routers, switches, hubs, and wireless access points, may be connected to The Lawrenceville School network.

Devices not meeting these requirements may be restricted from the network immediately and without prior notification. Personal networking equipment will be removed and returned at the end of the School year.

Student Security

Every student is provided with an email account and the passwords to this or any other accounts should not be shared with anyone. The owner of the account is responsible for any actions taken or performed from that account. It is good practice for students to change their passwords every six months. A student can change their network password from the ITS Help Center, located online at help.lawrenceville.org.

Internet Access

Internet access at school is a privilege, not a right. Students are responsible for their actions when accessing the Internet and are expected to follow all approved policies and procedures. Please refer to the Acceptable Use Policy (see page 34) for further details.

The School uses a Learning Management System (LMS)—an online source of materials used for classes and other campus activities. The LMS site can be accessed at: <http://canvas.lawrenceville.org>. Students' usernames and passwords are the same as their Google credentials. Canvas is compatible with most web browsers, although the School recommends Google Chrome as it allows easy access to Google Docs and Google Drive, which are commonly used in Lawrenceville classes.

Email

Students at Lawrenceville are provided with an email account. Students are not permitted to send mass mailings, and doing so may result in revocation of email privileges. Please refer to the Acceptable Use Policy (see page 34) for further details.



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